



# DOB NOW: *Build* Release Notes

Updated March 2024

# March 2024 – Year Filter on Job Filings Dashboard

A year filter has been added to the Job Filings Dashboard. To improve system performance, all filings associated with the logged in user will not load when navigating to this dashboard. Once a year is selected, all filings from that year will appear. If the year option is empty, refresh the browser window.

The screenshot shows the 'DOB NOW' dashboard for the NYC Department of Buildings. The 'Job Filings' section is active, displaying a summary of job types: All Jobs (508), Alteration (394), Alteration CO (50), ALT-CO - New Building with Existing Elements to Remain (10), New Building (36), No Work (5), and Full Demolition. A 'Filter My Jobs' dropdown is visible. A 'Year' filter dropdown is open, showing options from 2024-2023 to All. The table below shows job filing details.

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status Date	Date	Work
	Select Action: ▾	M01024779	I1	Alteration	New Job Filing	Pre-filing	03/22/2024		
	Select Action: ▾	M01014542	I1	Alteration	New Job Filing	Pre-filing	03/04/2024		
	Select Action: ▾	M08019486	S1	Alteration	Subsequent Filing	Permit Issued	10/28/2022		EL
	Select Action: ▾	M00977054	I1	Alteration	New Job Filing	Pre-filing	12/14/2023	03/23/2024	GC

# January 2024 – On-Site Fossil Fuel Combustion Limitations (Local Law 154 of 2021)

A banner will appear on the **DOB NOW Property Profile** when a New Building (NB) or Alteration-CO New Building with Existing Elements to Remain job is submitted in DOB NOW and the **building is subject to the restrictions in Local Law 154 of 2021**. No banner will appear on the Property Profile if a selection is made in the On-Site Fossil Fuel Combustion section on the PW1.

New questions on the Plans/Work (PW1) tab and the Schedule of Occupancy related to Local Law 154 of 2021:

## Plans/Work (PW1)

On-site Fossil Fuel Combustion (Local Law 154 of 2021) \*

- Building used by a regulated utility for energy generation.
- Building operated by the NYC Department of Environmental Protection for treatment of sewage or food waste.
- Filing by or on behalf of the NYC School Construction Authority.
- Building where 50 percent or more of the dwelling units are subject to a regulatory agreement, restrictive declaration, or similar instrument with a federal, state, or local governmental entity or instrumentality for the creation or preservation of affordable housing.
- None of the above.

## Schedule of Occupancy

Is the use of fossil fuel necessary for any of the following uses or purposes? \*  Yes  No


Specific Use (check all that apply) \*

<input type="checkbox"/> Laboratory	<input type="checkbox"/> Laundromat	<input type="checkbox"/> Hospital
<input type="checkbox"/> Crematorium	<input type="checkbox"/> Emergency Standby power	<input type="checkbox"/> Manufacturing use or Purpose
<input type="checkbox"/> Commercial Kitchen (As defined in Fire Code Section 602)		

# January 2024 – On-Site Fossil Fuel Combustion Limitations (Local Law 154 of 2021)


Based on the answers to the PW1 and SO questions in the previous slide, as well as the Occupancy Classification and number of Building Stories entered on the Zoning Information tab, **a banner will appear on the job filing and on the Property Profile in the DOB NOW public portal when the job is approved.**

Proposed Occupancy Classification selected is R-3:

 **No Fossil Fuel:** This building cannot use or contain any fossil fuel (Local Law 154 of 2021). ▲


Job Filing Number	Proposed Occupancy Classification	Proposed Building Stories as defined in the Building Code
B00000000-11	R-3-Residential (1 and 2 Family Houses)	3


Proposed Occupancy Classification selected is other than R-3; the number of Building Stories is less than 7; and selection under On-Site Fossil Fuel Combustion on the PW1.

 **Partial Fossil Fuel:** This building has been approved for fossil fuel for service hot water (Local Law 154 of 2021). ▲

Job Filing Number	Proposed Occupancy Classification	Proposed Building Stories as defined in the Building Code
B00000000-11	R-2-Residential (Apartment Houses)	5

Same as above; the answer to the question on the Schedule of Occupancy “Is the use of fossil fuel necessary for any of the following uses or purposes” is Yes; and one or more Specific Use is selected for a specific floor:

 **Partial Fossil Fuel:** This building has been approved for fossil fuel for service hot water (Local Law 154 of 2021). ▼

 **Partial Fossil Fuel Exemption:** This building has been approved for fossil fuel for a specific floor/use(s) (Local Law 154 of 2021). ▲

Job Filing Number	Proposed Occupancy Classification	Proposed Building Stories as defined in the Building Code
Q00000000-11	F-1-Factory and Industrial (Moderate Hazard)	2

Floor Number	Specific Use
Floor Number(s) - 1	Manufacturing use or purpose
Floor Number(s) - 2	Manufacturing use or purpose

# December 2023 – Building Schedule of Occupancy

**Building Schedule of Occupancy** in the DOB NOW public portal has added features to **Print to PDF**, Export to excel and filters for the columns.

The screenshot displays the 'Building Schedule of Occupancy' interface. At the top, there are two filter buttons: 'Existing' and 'Proposed'. Below these are ten filter columns: Floor, Status, Occupancy Type, Building Code, Building Code, Occupancy Classification, Occupancy Classification, Occupancy Group, Occupancy Group, and Description of Use. A red box highlights a menu icon on the right side of the filter columns. This menu is open, showing options: 'Clear all filters', 'Export all data as excel', 'Export visible data as excel', and a 'Columns:' section with a list of columns, each with a checkmark indicating it is selected. At the bottom of the interface, there is a pagination control showing '1 / 1' and '15 items per page'. A red box highlights a 'Print to PDF' button at the bottom center of the page.

Floor	Status	Occupancy Type	Building Code	Building Code	Occupancy Classification	Occupancy Classification	Occupancy Group	Occupancy Group	Description of Use	Description of Use
Attic	Active			2022		Educational		F		

# December 2023 – Notifications on the Public Portal

A tab has been added to the **DOB NOW Public Portal Property Profile** page to view all **Notifications** submitted on that property.

[← Back](#) Property Profile [Home](#)

1 BROADWAY | MANHATTAN 10004 | BIN# 100043

[Building Schedule of Occupancy](#) | [Certificate of Occupancy](#) | [Certificate of Compliance](#) | [Active Tenant Protection Plans](#) | [After Hour Variance](#) | [Energy Submission](#) | **[Notifications](#)**

Notifications <span style="float: right;">×</span>						
Action	Notification Number	Notification Type	Notification Status	Associated Job #	Notified By	Created Date
<input type="text"/>	<input type="text"/>	All <span style="float: right;">▼</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	M00468971-I1 - 6880	Suspended Scaffold	Received	M00468971-I1	BUILD 138	11/29/2023
	M00468971-I1 - 5543	Suspended Scaffold	Received	M00468971-I1	BUILD 138	11/21/2023

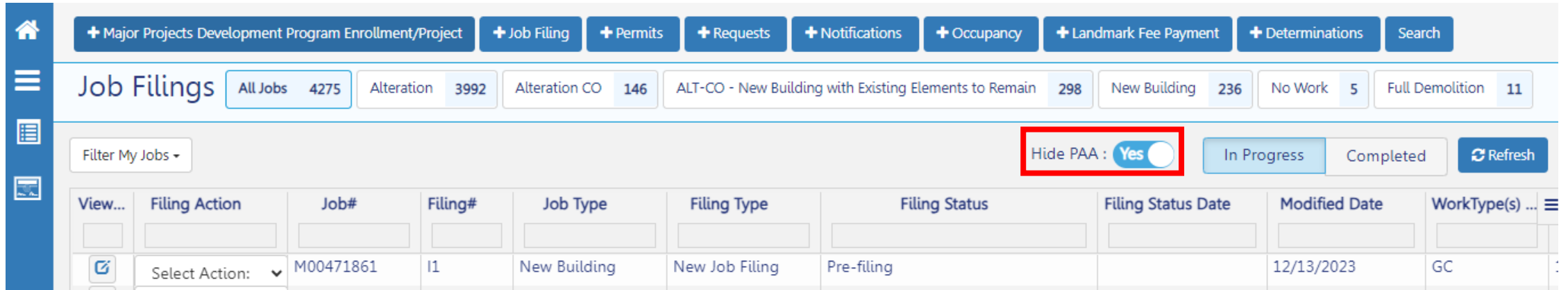
# December 2023 – Vacate Order

When DOB has issued violations for failure to obey a vacate order to a property with a Full or Partial Vacate Order, the **Vacate Order banner on the DOB NOW Property Profile will include the civil penalty amount due.** (The civil penalty is paid at the borough office where the property is located.)

The screenshot displays a 'Property Profile' page for a property at 395 SMITH STREET, BROOKLYN 11231, with BIN# 3007961. The page includes navigation buttons for 'Back' and 'Home'. A horizontal menu contains links for 'Building Schedule of Occupancy', 'Certificate of Occupancy', 'Certificate of Compliance', 'Active Tenant Protection Plans', 'After Hour Variance', 'Energy Submission', and 'Notifications'. Below this is a section for 'Energy Efficiency Rating (Local Law 33 of 2018)' with a 'View' button. Three banners are present: a pink banner for 'STOP WORK ORDER EXISTS ON THIS PROPERTY', a yellow banner for 'PARTIAL VACATE EXISTS ON THIS PROPERTY - DOB Civil Penalties of \$6,000.00 for Failure to Obey a Vacate Order violation must be paid to lift the Vacate Order.', and another pink banner for 'VIOLATION FOR FAILURE TO CERTIFY CORRECTION OF CLASS 1 VIOLATION EXISTS ON THIS PROPERTY - DOB CIVIL PENALTIES DUE'. The yellow banner is highlighted with a red border.

# December 2023 – PAA Filter

On the Job Filings Dashboard, a **filter** has been added to Hide **PAA filings**.



The screenshot displays the Job Filings Dashboard interface. At the top, there are navigation buttons for various categories: Major Projects Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, Occupancy, Landmark Fee Payment, and Determinations. Below these, the 'Job Filings' section shows filters for 'All Jobs' (4275), 'Alteration' (3992), 'Alteration CO' (146), 'ALT-CO - New Building with Existing Elements to Remain' (298), 'New Building' (236), 'No Work' (5), and 'Full Demolition' (11). A 'Filter My Jobs' dropdown is present. A red box highlights the 'Hide PAA' toggle, which is currently set to 'Yes'. Other filters include 'In Progress', 'Completed', and a 'Refresh' button. The main table lists job filings with columns for View, Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Filing Status Date, Modified Date, and WorkType(s). The first row shows a job with Job# M00471861, Filing# I1, Job Type New Building, Filing Type New Job Filing, Filing Status Pre-filing, Filing Status Date, Modified Date 12/13/2023, and WorkType(s) GC.

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status Date	Modified Date	WorkType(s) ...
	Select Action: ▾	M00471861	I1	New Building	New Job Filing	Pre-filing		12/13/2023	GC



# December 2023 – Mechanical Scope of Work

For Mechanical System filings, if **Associated Ducts and Piping** is selected as a subcategory, information no longer needs to be added for this subcategory to the **Equipment Specification Table**. Associated Ducts and Piping will not appear on the Certificate of Compliance.

Mechanical Information

*i* If a Certificate of Compliance (Equipment Use Permit) is required, you must select Yes to the question below.

Subcategory\*  
Select:  
Air Conditioning Systems  
Cooling Towers  
Generators  
Heating Systems  
Heating and Air Conditioning Systems  
Refrigeration Systems  
Ventilation Systems

Item Name\*  
Item Description\*

Number of Items\*  
Capacity Number\*

Equipment Efficiency\*  
Efficiency Units\*  
Select:

Manufacturer Name

Is a Certificate of Compliance Needed?\*

Yes  No

Model Name and Number  
200 characters remaining

Serial Number  
200 characters remaining

Add Cancel

# December 2023 – Worker/Contractor Shed Subcategory

**Worker/Contractor Shed** is a new subcategory for **Protection and Mechanical Methods (PMM)** filings.

A Department of Buildings permit is required to install a worker shed, contractor shed, contractor office, or similar structure. A permit is not required if the structure does not exceed 1 story in height and 120 square feet in area and is located more than 30 feet from another similar structure. Review [BC3303.16](#) for the specific requirements.

Protection and Mechanical Methods (check all subcategories that apply)\*

<input type="checkbox"/> Chute	<input type="checkbox"/> Hoisting Equipment	<input type="checkbox"/> Roof Overhead Protection
<input type="checkbox"/> Cocoon	<input type="checkbox"/> Mechanical Demolition Equipment	<input type="checkbox"/> Roof Protection
<input type="checkbox"/> Engineered Enclosure System	<input type="checkbox"/> Platform	<input type="checkbox"/> Netting
<input checked="" type="checkbox"/> Worker/Contractor Shed (BC3303.16)	<input type="checkbox"/> Other	

# December 2023 – ZD1 Validation for Subsequent Filings

For **subsequent filings** with the work types **Foundation, Structural, Support of Excavation and/or Earthwork**, a permit cannot be created until the **ZD1 is approved on the initial (I1) filing**.

**B00812260-I1**

- Plans/Work (PW1)
- Zoning Information
- Energy
- Scope of Work
- Schedule of Occupancy
- Technical Report
- Technical Report (TR1/4/5/5H)
- Technical Report (TR8) - Energy Code
- Documents**
- Incomplete/Objections/Appointments
- Work Permit (PW2)
- Site Safety
- Statements & Signatures

**Additional Supporting Documents**

**Zoning Documents\***

ZD1 Required/Review In progress

Document Name	Document Status	Prior To	Upload	Action
No Document Review in Progress				

ZD1 Document Accepted

Document Name	Document Status	Prior To	Upload	History
ZD1: DOB Zoning Diagram	Accepted	Filing		Trace History

ZD1 Documents History

Document Name	Document Status	Uploaded date	History
ZD1: DOB Zoning Diagram	Submitted	06/29/2023 04:30:13 PM	Comment History   Trace History

# December 2023 – Email Notification TR1/TR8

After a **progress/special inspector** on a TR1/TR8 inspection **completes the Identification of Responsibilities section**, the applicant of record, owner, filing representative, and delegated associates will receive an **email notification**.

Recipient: Applicant of Record, Owner, Filing Rep, Delegated Associates,  
Progress/Special Inspector

Subject: Progress/Special Inspector Identified for Job/Filing/Address

This email references Job/Filing/Address.

<Special/Progress Inspector's Name> License Number <License  
Number> has completed the Identification of Responsibility section for  
the <Name of Technical Report> Technical Report on this filing.

This is an automated message. Please do not reply. If you have any  
questions, submit an inquiry at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp).

DOB NOW Support  
NYC Department of Buildings

# December 2023 – Supersede Applicant and Delete Filings

When a request to **Supersede an Applicant of Record** is processed, the new applicant's information will also **populate on the Design Applicant sections on the TR2 and TR3 tabs.**

Concrete Sampling & Testing (TR2)  
Concrete Design Mix (TR3)  
Technical Report (TR8) - Energy Code  
**Documents**  
QA Failed Reasons  
Incomplete/Objections/  
Appointments  
Work Permit (PW2)  
Letter of Completion (PW7)

**Design Applicant's Statement and Signature\***

I certify that I will ensure that the licensed concrete testing laboratory to be identified in the TR2 associated with this job filing and engaged by the owner to perform tests on the work at the location specified in this job filing is acceptable. I further certify that if the licensed concrete testing laboratory identified in the associated TR2 is not acceptable, I will so notify the Department of Buildings (BC 1704.1).

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name \_\_\_\_\_ Date \_\_\_\_\_

A **filing representative** associated with a filing has the ability now to **delete a filing**. (if the filing is in pre-filing status and has not been paid for)

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Sta
	<input type="text"/>	<input type="text"/>	<input type="text"/>	a <input type="text"/>	<input type="text"/>	pre-filing
	Select Action: <input type="text"/>	M00972095	I1	Alteration CO	New Job Filing	Pre-filing
	Select Action:	969566	I1	Alteration	New Job Filing	Pre-filing
	Copy Job Filing	962843	I1	Alteration	New Job Filing	Pre-filing
	<b>Delete</b>	921923	I1	Alteration	New Job Filing	Pre-filing
	L2 (Civil Penalty Review)	954157	I1	Alteration	New Job Filing	Pre-filing
	Subsequent Filing	954157	I1	Alteration	New Job Filing	Pre-filing
	Select Action:	Q00928228	S1	Alteration	Subsequent Filing	Pre-filing

# December 2023 – Code Year, Timeout and On Hold Message

- A system fix was made so that the “**Review is requested under which building code**” field on a **subsequent filing** does not get updated with the code year from the initial (I1) filing when the **I1 is resubmitted**.
- **DOB NOW sessions** will now timeout after **30 minutes of inactivity** rather than 15 minutes of inactivity.

- New system message:

## **Current message**

There is a hold on the property associated with this filing. Contact the Borough Commissioner’s Office for assistance.

## **New message**

The address information (street, BIN, and/or lot) has been modified since this filing was submitted. Search in the DOB NOW public portal for the new address information and submit a help ticket at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) requesting to update the address information on the filing. You will be able to proceed with the filing once the information has been updated.

# October 2023 – Artwork on Temporary Structures

**Additional questions** added to the **Artwork on Temporary Protective Structures section** on the Owner's Attestation under Statements & Signatures. This expands on the question that was added to Owner's Attestation on September 1, 2023 for Local Law 163 of 2021.

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

Yes  No

12. Reason: (select one)\*

- Property is City-owned and funding has not been appropriated for the display of artwork.
- Project receives capital funding from New York City and funding has not been appropriated for the display of artwork.
- The DCLA City Canvas art program has not yet been implemented.
- The proposed alternative artwork has not yet been approved by DCLA.
- Other

# October 2023 – Sidewalk Shed Scope of Work, Parapets

A **new question** added to the **Sidewalk Shed Scope of Work** to indicate if the work is related to the required periodic observation of the building's **parapet** (1 RCNY 103-15).

## Sidewalk Shed Scope of Work

Shed Type:\*

Light

Is the sidewalk shed related to the required periodic observation of the building's parapet (1 RCNY §103-15)?\*  Yes  No

[Parapet information on the DOB website](#)  
[Parapet FAQs](#)



# October 2023 – CCD1 Requests, ZRD1 Requests and Requests for Second Review of Plan Examination Objections

Beginning on October 30, 2023, CCD1, ZRD1, and requests for Second Review of Plan Exam Objections for both BIS and DOB NOW jobs will be submitted in DOB NOW: Build. Electrical Special Permission requests will continue to use the current paper CCD1 process.

The screenshot shows the 'Job Filings' section of the DOB NOW: Build interface. A dropdown menu is open under the '+ Requests' tab, listing various request types. The 'Second Review of Objection' option is highlighted with a red box. The background shows a table of job filings with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'.

View...	Filing Action	Job#	Filing#	Job Type
	Select Action: ▼	S00459861	I1	Alteration
	Select Action: ▼	X00459856	I1	Alteration
	Select Action: ▼	M00457801	I1	Alteration
	Select Action: ▼	M00452192	I1	Alteration
	Select Action: ▼	M00450369	I1	Alteration
	Select Action: ▼	M00398551	S1	Alteration CO
	Select Action: ▼	X00459823	I1	Alteration

- Energy
- Letter of Completion
- PA Certificate of Operation
- Site Safety
- Temporary BIN
- Tenant Protection Plan
- Refile - Full Demolition
- Second Review of Objection**
- Board of Standards and Appeals
- CD5 Application Amendment

The screenshot shows the 'Determinations' section of the DOB NOW: Build interface. A dropdown menu is open under the '+ Determinations' tab, listing three options: 'Pre-Determination', 'Determination', and 'Appeal'. The 'Determinations' tab is highlighted with a black box.

- Pre-Determination
- Determination
- Appeal

# September 2023 – Print Objections

**Print to PDF** and **Export to Excel** options added to the Objections section of all filings: Schedule of Occupancy, Certificate of Occupancy, Energy submissions, Site Safety Plan requests, and TBIN requests.

The screenshot displays a web application interface for managing objections. At the top, there are three buttons: "Go to Job Filing", "Save", and "Resubmit". The main content area is titled "Objections" and features two buttons: "Export to Excel" and "Print to PDF". On the left, a sidebar menu lists various sections: "General Information", "Certificate of Occupancy", "Documents", "Objections" (which is highlighted), and "Statements & Signatures". The "Objections" section contains a table with the following data:

Objection	Status	Action
Administrative Requirements	Open	Edit

# September 2023 – Appointments for Reassigned Job Filings

When a job filing is **reassigned** to another plan examiner, any **open appointments will be cancelled**, and an email notification will be sent to the stakeholders on the appointment.

Plans/Work (PW1)
Zoning Information
Cost Affidavit (PW3)
Technical Report <span>▼</span>
Technical Report (TR1/4/5/5H)
Documents
Incomplete/Objections/ Appointments
Statements & Signatures

# September 2023 – Artwork on Temporary Protective Structures

The Owner's Attestation for Sidewalk Shed, Construction Fence, and Supported Scaffold work types will include the following question:

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

Yes  No

Owners who do not opt out of the requirement (i.e. answer 'No' to this question) will be required to display artwork approved by the NYC Department of Cultural Affairs (DCLA) on the temporary protective structure and upload a DCLA Approval of Artwork Required Document. Owners who do not want to opt out of the requirement but do not yet have DCLA approval of the artwork will be required to opt out. A post approval amendment will be required to change the option once DCLA approval is obtained.

[August 2023 Service Notice](#)

# September 2023 – Fee Changes


**The following fees increased from \$100 to \$130 on September 1, 2023:**

- The initial and renewal application fees for AHV permits. The daily fee remains \$80.
- Permit Renewals
- Supersede Requests for applicant of record, owner, or special/progress inspector
- Initial Certificate of Occupancy
- Temporary Certificate of Occupancy renewal without change


# August 2023 – Filing PDF Update - Removed by User Lines

Schedule of Occupancy lines with **Removed by User** Status will not print on the PDF generated when selecting **View Filing** on the job filing.

Building Schedule of Occupancy			
Floor	Status	Occupancy Type	Building Code
Cellar	Verified	Final	2014
Floor Number(s) - 1	Active	Final	2014
Floor Number(s) - 2	Verified	Final	2014
Floor Number(s) - 3	Verified	Final	2014
Floor Number(s) - 4	Verified	Final	2014
Floor Number(s) - 5	Verified	Final	2014
Floor Number(s) - 6	Verified	Final	2014
Roof - 7	Removed By User	Temporary	2014
Roof - 7	Verified	Final	2014




Dashboard


  


Job Filing Highlights



View Filing

Property Profile

Floor: Floor Number(s) - 6								
Existing	Residential	R-2	Apartment House	40	4	2	1	Final
Proposed								Not Applicable
Description Of Use Comments	Existing: (1) CLASS A APARTMENT Proposed:							
Floor: Roof - 7								
Existing	Residential	R-2	Apartment House	100	34	2		Final
Proposed								Not Applicable
Description Of Use Comments	Existing: MECHANICAL ROOM. RESIDENTIAL TERRACE Proposed:							

Additional update on September 29, 2023 – if a floor is removed on a PAA, once the PAA is approved the floor will not display on the Building Schedule of Occupancy.

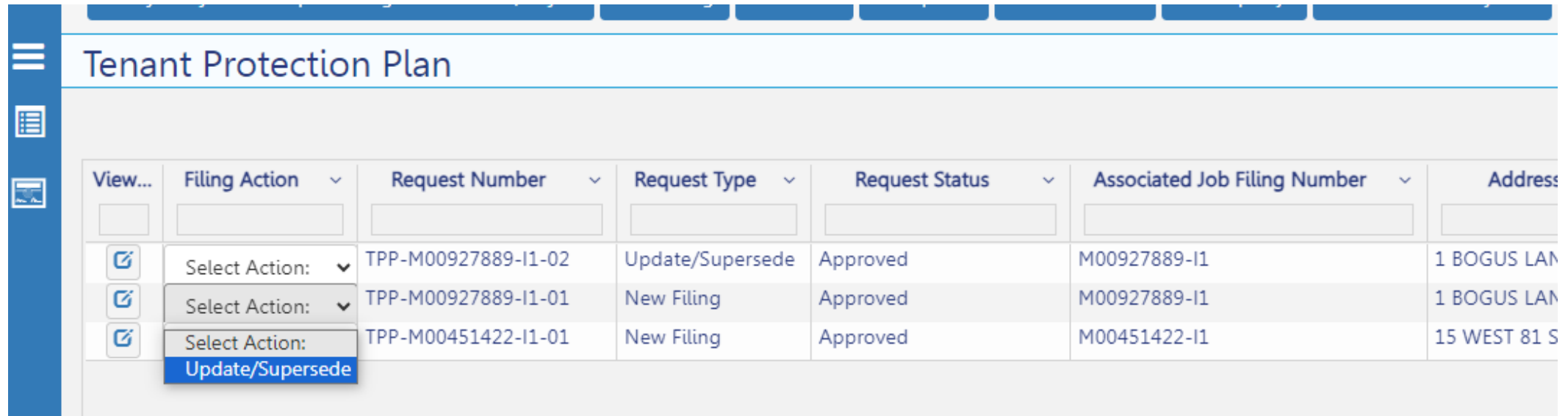
# August 2023 – Plan Examiner Location

When a job filing is in Objections status a new field was added to the Job Filing Highlights section to indicate **Plan Examiner Borough**.

Job Filing Highlights		✕
Location	2800 NOSTRAND AVENUE BROOKLYN 11210	
BIN	3429444	
Job Number	B00651958-P9	
Filing Type	Post Approval Amendment	
Job Type	New Building	
Job Status	Job in Process	
Current Filing Status	Objections	
Work Type(s)	Curb Cut	
Job Filing Review Type	Standard Plan Examination or Review	
Created On	08/23/2023	
Parent Job Filing Number	B00651958-Z2	
Work Without Permit Violation	No	
Estimated Job Cost	\$1,000.00	
Owner Type	Corporation	
Building Type	Other	
Project Number		
Plan Examiner Borough	BROOKLYN	

# August 2023 – Supersede Applicant on a TPP request

The Applicant on a Tenant Protection Plan Request can be superseded by selecting the Update/Supersede option. Previously this option only allowed updates to the TPP.



The screenshot shows a web application interface for 'Tenant Protection Plan'. It features a table with columns: View..., Filing Action, Request Number, Request Type, Request Status, Associated Job Filing Number, and Address. The first row is selected, and its 'Filing Action' dropdown menu is open, showing 'Update/Supersede' as an option.

View...	Filing Action	Request Number	Request Type	Request Status	Associated Job Filing Number	Address
	Select Action: ▼	TPP-M00927889-I1-02	Update/Supersede	Approved	M00927889-I1	1 BOGUS LAN
	Select Action: ▼	TPP-M00927889-I1-01	New Filing	Approved	M00927889-I1	1 BOGUS LAN
	Select Action: ▼	TPP-M00451422-I1-01	New Filing	Approved	M00451422-I1	15 WEST 81 S



# August 2023 – Renamed Documents PL/SP/SD Filings

Hydro Flow Test letter renamed to **Hydrostatic Pressure Test** (required prior to LOC, BC 1074.24.1).

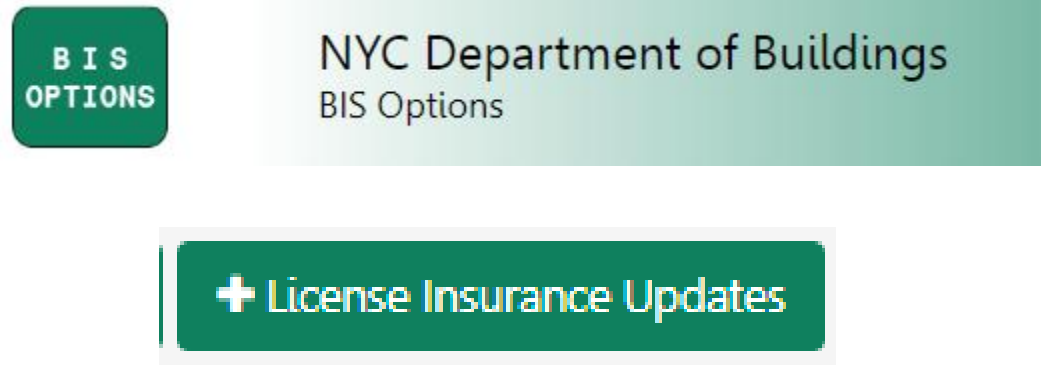
Hydrant Flow Letter renamed to **Hydrant Flow Test Letter** (also now required prior to filing rather than prior to approval to justify Hydraulic Calculations.)

Document Name	Applicable Work Type(s)	Prior to Stage	Waiver	Deferral
<b>Hydrant Flow Test Letter</b> (Hydrant Flow Letter)	PL, SP, SD	Filing	Yes	No
<b>Hydraulic Flow Calculations</b>	PL, SP, SD	Approval	Yes	No
<b>Hydrostatic Pressure Test</b> (Hydro Flow Test Letter)	SP, SD	Sign Off	No	No

# August 2023 – License Insurance Updates



Updated insurance information will be available in real-time in DOB NOW: *Build*

When a licensee or registrant updates insurance information in DOB NOW: *BIS Options*, the new information will be available immediately in DOB NOW: *Build* for creating and submitted a permit. Prior to this update, the licensee/registrant had to wait until the next day to apply the new information to a permit.



# August 2023 – New Building permit update


The **Work on Floors** field has been removed from the PDF of the work permit for New Building filings.

# NYC Buildings

## Work Permit Department Of Buildings

Permit Number: X00723461-S5-FO	Issued: 02/27/2023
Permit Classification: FOUNDATION	Expires: 01/18/2024
Address: BRONX 306 WEST 232 STREET	Issued To:
	Business:
Total number of dwelling units at location: 0	License No:
Number of dwelling units occupied during construction: 0	CS:
Description: PROPOSE SUBSEQUENT FOUNDATION WORK FOR NEW 7-STORY MIDDLE SCHOOL BUILDING IN CONJUNCTION WITH NB # X00723461-I1.	



# August 2023 – Hurricane Ida Question Removal

**The option to select that the work is to address damage caused by remnants of Hurricane Ida will be removed on August 31, 2023.**

Fees can no longer be waived, and permit restrictions can be waived using other exceptions on permit applications about protecting public health and safety.

 **Hurricane Ida** - Emergency Executive Order No. 235

I certify that the work described in this application is due to damage caused by the remnants of Hurricane Ida.

Yes  No

<https://www.nyc.gov/assets/buildings/pdf/waiverexpiration-sn.pdf>

# August 2023 – Search Screen Update

**Sticky Search Screen** – when searching for a job number, open one job filing and then select the back button on the web browser. This will return you to the search screen with the search results maintained.

## Search

Job Number Search

Certificate of Occupancy Search

BIS Schedule of Occupancy Search

BIN Search

M00426768

Search

9 characters remaining

Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s)
Select Action: ▼	M00426768	S3	Full Demolition	Subsequent Filing	Pre-filing	12/12/2022	ST
Select Action: ▼	M00426768	P1	Full Demolition	PAA	Approved	12/12/2022	SE
Select Action: ▼	M00426768	S2	Full Demolition	Subsequent Filing	Approved	12/12/2022	SE
Select Action: ▼	M00426768	S1	Full Demolition	Subsequent Filing	Pre-filing	07/27/2023	PL/SP/SD
Select Action: ▼	M00426768	I1	Full Demolition	New Job Filing	Plan Examiner Review	02/13/2023	FD

# August 2023 – Filing System Update

**Copy functionality** – select **Copy Job Filing** from the Filing Action column on any job filing to create a new filing with the same information. An option is provided to add additional work types to the new filing.

The screenshot shows the 'Job Filings' interface. At the top, there are navigation buttons for 'Major Projects Development Program Enrollment/Project', 'Job Filing', 'Permits', 'Requests', 'Notifications', 'Occupancy', 'Landmark Fee Payment', 'Determinations', and a 'Search' button. Below this, there are filters for 'All Jobs' (10704), 'Alteration' (6784), 'Alteration CO' (129), 'ALT-CO - New Building with Existing Elements to Remain' (96), 'New Building' (1542), 'No Work' (34), and 'Full Demolition' (2119). A 'Filter My Jobs' dropdown is set to 'In Progress', with 'Completed' and 'Refresh' options. The main table has columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s) ..., Address, and Boro. A dropdown menu is open over the 'Filing Action' column, showing options: 'Copy Job Filing', 'Create Work Permit', 'Request Energy Review', 'L2 (Civil Penalty Review)', 'PAA (Post Approval Amendment)', 'Request LOC', 'Subsequent Filing', 'Supersede', 'View Work Permits', 'Withdrawal', and 'Select Action:'. The 'Copy Job Filing' option is highlighted.

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s) ...	Address	Boro
	Select Action: ▼	Q00446651	I1	Alteration	New Filing	Pre-filing	08/03/2023	VT	50-40 JACOBUS STREET	QUEENS
	Select Action: ▼	M00446635	I1	Alteration	New Job Filing	Permit Entire	08/03/2023	BE	105 EAST BROADWAY	MANHATT
	Select Action:		I1	Alteration	New Filing	Applicant of Record Review	08/03/2023	VT	398 5 AVENUE	MANHATT
	Copy Job Filing		I1	Alteration	New Filing	Plan Examiner Review	08/03/2023	VT	50-40 JACOBUS STREET	QUEENS
	Create Work Permit		I1	Alteration	New Filing	Plan Examiner Review	08/03/2023	VT	70 NICHOLS AVENUE	BROOKLYN
	Request Energy Review		I1	Full Demolition	New Job Filing	Pending Plan Examiner Assignment	08/03/2023	FD	10 BELLAVISTA COURT	STATEN IS
	L2 (Civil Penalty Review)		I1	Alteration	New Job Filing	Objections	08/03/2023	ST	312 EAST 53 STREET	MANHATT
	PAA (Post Approval Amendment)		I1	Alteration	New Job Filing	Objections	08/03/2023	GC	1 BROADWAY	MANHATT
	Request LOC		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BROADWAY	MANHATT
	Subsequent Filing		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BOGUS LANE	MANHATT
	Supersede		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BOGUS LANE	MANHATT
	View Work Permits		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BOGUS LANE	MANHATT
	Withdrawal		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BOGUS LANE	MANHATT
	Select Action: ▼		I1	Alteration	New Job Filing	Pre-filing	08/02/2023	BE	1 BOGUS LANE	MANHATT

Copy Job Filing:

Copy Data from : M00436484-I1  
 Job Type: Alteration  
 Address: 1 BROADWAY, MANHATTAN  
 Work Type(s): General Construction

Do you want to add Work Type(s)?\*

Yes No

Confirm Cancel

# July 2023 – Energy Submissions

**Energy submissions from Alteration CO filings will be reviewed by the energy team.**

Energy Conservation Code Resources ([nyc.gov/codes](https://nyc.gov/codes), select Energy Conservation Code):

## Reference Guides

### 2020 NYCECC

- [Comparison of Mechanical Sections: 2016 NYCECC vs. 2020 NYCECC](#)
- [2016 - 2020 NYC Energy Conservation Code Progress Inspections Comparison Table](#)
- Wall UA Template
  - [Wall UA Template](#)
  - [Instructions for Wall UA Template](#)
  - [Wall UA Template Example](#)
- [Energy Code Tabular Analysis \(May 2020 Version\)](#)
  - [2020 NYCECC Residential Tabular Analysis](#)
  - [2020 NYCECC Commercial Tabular Analysis](#)
  - [2020 NYCECC Appendix CA \(Amendment to ASHRAE 90.1-2016\) Tabular Analysis](#)
- **UPDATED - Energy Code: Supporting Documents How to Guides – May 2020**
  - [General](#)
  - [Building Envelope](#)
  - [Mechanical Systems](#)
  - [Lighting & Electrical Power](#)
  - [Other Requirements](#)






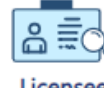


## Helpful Links

- [Frequently Asked Questions](#) (including DOB NOW FAQs)
- [Energy Code Forms](#)
- [Information for Homeowners](#)
- [Professional Statement](#)

# July 2023 – Public Portal Permit Search

## Search for DOB NOW permits by applicant

Search the Public Portal  
[FAQS](#) | [USER MANUAL](#)

 Address	 Borough, Block, Lot	 BIN	 Job Number
 Device	<b>New!</b> Includes BIS Records  Licensee	 Violation	<b>New!</b>  Application Search

### Application Search

Search by \*  
 DOB NOW Permits by Applicant

Permits by Applicant \*  
Select Applicant Type

License/Tracking Number\*



# July 2023 – Demolition Permits

**Full Demolition Permits require an associated Fence Permit** – a question was added on the PW2 to enter a fence job filing number with an active permit that is on the same BIN as the demolition filing.

Type of Permit\*

1 checked ▾

Selected Permit(s)\*


✓ Full Demolition

Job Description\*

Initial Filing with New Work Work Type(s)

Enter Fence Job Filing Number associated with this Full Demolition Permit\*

(example M00000000-11 or 155550024-01)



# July 2023 – Alteration ZD1 Validation

**Approved ZD1 validation for Alteration jobs with the Foundation, Structural, Support of Excavation and Earthwork work types** – a new question on the PW1 will require entering a related New Building, Alteration CO or Alteration with enlargement job filing number. DOB NOW will check if there is an approved ZD1 and site safety plan on the related job when the permit is created.

**Additional Information\***

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*	Foundation Square Footage*
<input type="text"/>	<input type="text"/>	<input type="text"/>

**High-Rise Determination (BC 202) - What is the distance between the highest occupied floor and the lowest level of fire department vehicular access? \***

**Is this application filed in connection with a development, enlargement, or change in use, as defined in Zoning Resolution Section 12-10?\***  Yes  No

**In Conjunction New Building BIS Job Numbers:**

Is this job related to any New Building filed in BIS?\*

Yes  No

**Related DOB NOW/BIS Job Numbers:**

Is this job related to any other jobs filed in BIS/DOB NOW?\*

Yes  No



# July 2023 – System Updates

**Protection and Mechanical Methods** – Netting was added as a subcategory. A Buildings Bulletin will be posted soon with guidelines on when to use Netting instead of a Sidewalk Shed.

Protection and Mechanical Methods (check all subcategories that apply)\*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Chute                       | <input type="checkbox"/> Hoisting Equipment              | <input type="checkbox"/> Roof Overhead Protection |
| <input type="checkbox"/> Cocoon                      | <input type="checkbox"/> Mechanical Demolition Equipment | <input type="checkbox"/> Roof Protection          |
| <input type="checkbox"/> Engineered Enclosure System | <input type="checkbox"/> Platform                        | <input checked="" type="checkbox"/> Netting       |
| <input type="checkbox"/> Other                       |  |   |

**Email notification updates:**

- Applicant withdrawal – all stakeholders on the permit added as email recipients
- Elevator Sign Off CO Requests – all stakeholders on the filing added as email recipients

# July 2023 – Supersede & Withdrawal Updates

**Supersede Owner requests** – a question was added to indicate if the request to supersede the owner is being submitted with the current applicant of record. If no is selected, only the Owner will need to complete the Statements & Signature section and the filing will be put on hold until a new applicant submits a supersede request.

The screenshot shows a web form for 'Superseding Owner Information'. On the left is a sidebar with the ID 'SR000003798' and three menu items: 'General Information' (highlighted), 'Documents', and 'Statements & Signature'. The main form area has a blue header with the title and a checkmark icon. Below the header are several input fields arranged in a grid:

- Email\***: BUILD109@BUILDINGS.NYC.GOV
- Owner Type\***: NYCHA/HHC (dropdown menu)
- First Name**: BUILD
- Last Name**: 109
- Business Name**: BUILD109 LLC
- Business Telephone**: 2123932481
- Business Address**: 280 BROADWAY
- City**: NEW YORK
- State**: NY
- Zip Code**: 10007

At the bottom, there is a question: 'Are you submitting this supersede request with the current applicant of record?\*' with a note: '(If No is selected, only the Owner will need to complete the Statements & Signature section and the filing will be put on hold until a new applicant submits a supersede request.)'. The 'Yes' radio button is selected.

# July 2023 – Sprinkler Scope of Work Updates

**Sprinkler Scope of Work** – if Dry Pipe is selected, the Reference Standard defaults to NFPA13 but Design Criteria can be Pipe Schedule or Hydraulic Design. If the Design Criteria is Pipe Schedule, a new section was added with four selections.

Specify Type of Sprinkler System\*

<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Circulating Closed-Loop	<input type="checkbox"/> Combined Dry Pipe-Preaction
<input type="checkbox"/> Deluge	<input checked="" type="checkbox"/> Dry Pipe	<input type="checkbox"/> Gridded
<input type="checkbox"/> Looped	<input type="checkbox"/> Multi-Cycle	<input type="checkbox"/> Preaction
<input type="checkbox"/> Wet Pipe		

Specify Reference Standard\*

<input checked="" type="checkbox"/> NFPA13	<input type="checkbox"/> NFPA13R	<input type="checkbox"/> NFPA13D
<input type="checkbox"/> NFPA20		

Specify Design Criteria\*

Pipe Schedule

Select one of the below:

- Addition or modification of an existing Pipe Schedule system according to NFPA 13 Sec. 23.7.
- Addition or modification of an existing Extra Hazard Pipe Schedule system.
- A new system covering 5000 sq. ft. or less.
- A new system covering more than 5000 sq. ft. where the required water flow of Table 11.2.2.1 is available and there is a minimum residual pressure of 50 PSI at the highest elevation of sprinkler.

# July 2023 – System Updates, Energy


**Energy Consolidated View** - a job level view of all energy submission questions for each filing on one screen.  
Feedback welcome!

The screenshot displays the 'Energy Consolidated View' interface. At the top, a progress bar shows the following stages: Pre-filing (checked), Pending CPE/ACPE Assignment (checked), Pending PE Assignment (checked), Plan Examiner Review (with a red exclamation mark), CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and CO Issued. Below the progress bar, there are 'Save' and 'Resubmit' buttons, and a notification: 'This application includes an Energy submission. The Energy' with '1 Alerts' and a close button. The left sidebar contains a navigation menu with items: M00647624-I1, Plans/Work (PW1), Zoning Information, Energy (highlighted), Scope of Work, Schedule of Occupancy, Technical Report, Technical Report (TR1/4/5/5H), Technical Report (TR8) - Energy Code, Documents, and Incomplete/Objections/. The main content area is titled 'Energy' and includes a yellow 'Energy Consolidated View' button. Below this are sections for 'Energy Requirement Summary' and 'Energy Submissions'. A '+ Add' button is present above a table. The table has columns: View, Filing Action, Request Number, Request Type, Request Status, Applicant of Record, Payment Status, and C. The first row shows: Select Action, EN-M00647624-I1, New, Objections, LEO HILL, Paid, and 12/23. The right sidebar contains navigation icons for Dashboard, Job Filing Highlights, View Filing, Property Profile, History, and a payment button for '\$46,586.62 Pay Now'.


View ...	Filing Action	Request Number	Request Type	Request Status	Applicant of Record	Payment Status	C
	Select Action: ▾	EN-M00647624-I1	New	Objections	LEO HILL	Paid	12/23

# June 2023 – Public Portal Licensee Search


## DOB NOW Public Portal Licensee Search Expanded to Include All Records from Buildings Information System (BIS)




**DOB NOW**  
NYC Department of Buildings Self-service for online Permits, Appointments and Applications




About DOB NOW




FAQS | RESOURCES




FAQS | RESOURCES



FAQS | RESOURCES




BIS  
OPTIONS




Contact DOB  
Help Form

---


Search the Public Portal  
[FAQS](#) | [USER MANUAL](#)




Address




Borough, Block, Lot




BIN




Job Number



Device



Licensee



Violation

**Licensee**

Search below for licensees/registrants by last name, business name, or license number, or search for jobs associated to a Construction Superintendent's license. The search includes records from DOB NOW and the Buildings Information System (BIS).

**View**  **Search By Last Name**  **License Type**

# June 2023 – Site Safety Plan Review Fees

## **New Fees for Site Safety Plan Review**

**The Department of Buildings' rules have been amended to include fees for site safety plan review.**

**The new site safety plan review fees are:**

**Initial filing \$610**

**Amended filing \$545**

### **DOB NOW jobs**

Applicants for jobs filed in DOB NOW: Build are required to pay the \$610 review fee before the initial Site Safety Request for Site Safety Plan review on a job filing can be submitted.

Payment of the \$545 review fee will be required each time an update to the approved site safety plan is submitted. A new question has been added to Update requests to indicate whether plans are being updated/amended. If yes is selected, the fee is required. If only the stakeholder is being superseded, there will not be a fee.

No fee is required for waiver requests.

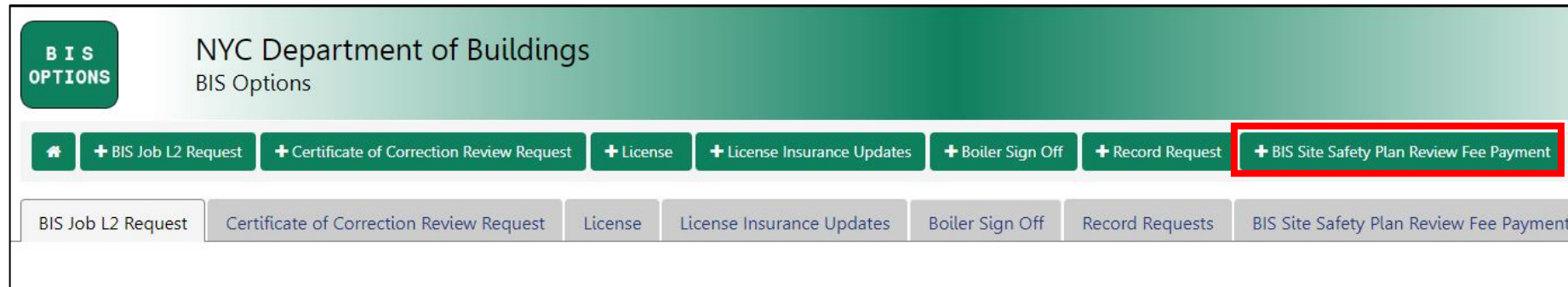


# June 2023 – Site Safety Plan Review Fees

## New Fees for Site Safety Plan Review

### BIS jobs

For site safety plans submitted for BIS jobs, the review fees are required to be paid before the initial or amended site safety plan is submitted to DOB. To pay the fee, login to DOB NOW at [nyc.gov/dobnow](https://nyc.gov/dobnow) and select the **BIS Options** icon. From the BIS Options dashboard, select **+BIS Site Safety Plan Review Fee Payment**.



Enter the BIS job number and select payment type initial site safety plan review or amended site safety plan review. An amended site safety plan review fee of \$545 is required before submitting amendments to an approved site safety plan if it is not minor revisions as described in the [Site Safety Plan \(SSP\): Minor Revisions Industry Notice](#).

Once payment is made, email the receipt of payment with the site safety plan to the Construction Safety Compliance Plan Examination Unit at [cscplanexam@buildings.nyc.gov](mailto:cscplanexam@buildings.nyc.gov).

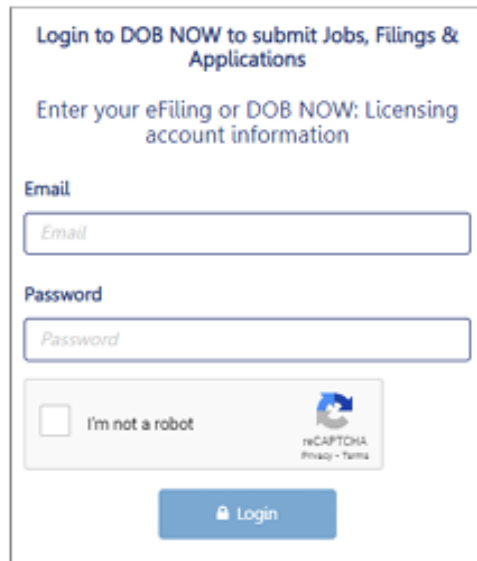
# May 2023 – Quick Guide for Owners

## New DOB NOW: *Build* Statements & Signatures Quick Guide for Owners

### DOB NOW: *BUILD* – STATEMENTS & SIGNATURES QUICK GUIDE | May 2023

All job filings in DOB NOW require confirmation from the Owner authorizing the applicant to submit the filing and acknowledging that the information in the application has been reviewed. An Owner provides confirmation by completing the **Owner's Attestation** section of the **Statements & Signatures** tab:

**STEP 1:** Log into DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow) using the email address provided to the applicant and entered by the applicant into the Owner Information section of the job filing. Select the **DOB NOW: *Build*** icon, then select **New Building, Alteration, Full Demolition, No Work**.




Login to DOB NOW to submit Jobs, Filings & Applications

Enter your eFiling or DOB NOW: Licensing account information

Email

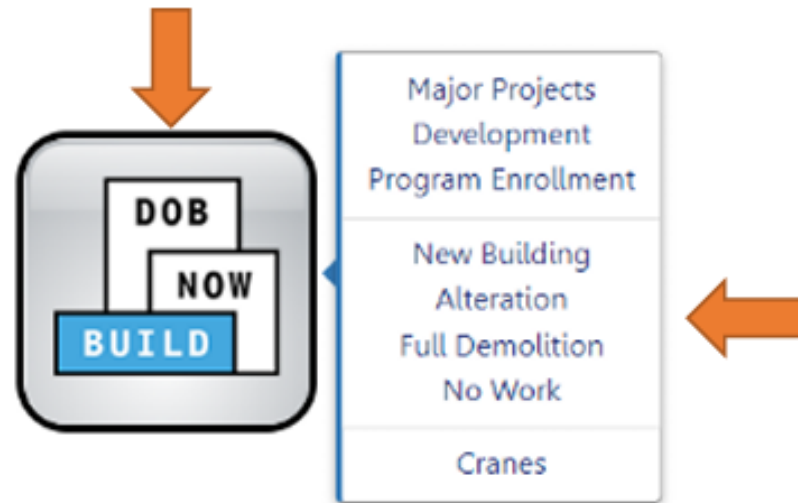
Password

I'm not a robot



reCAPTCHA  
Privacy - Terms

Login



# May 2023 – Payment Methods

## New Online Payment Methods in DOB NOW

- DOB NOW payment options expanded to include **PayPal** and **Venmo** for all transactions. PayPal and Venmo payments have a non-refundable 2% convenience fee, which is assessed on the total payment amount due.

### Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Item Total: \$390.00  
Service Fee: \$7.80  
Payment Amount: \$397.80

FILING BALANCE - ALTERATION TYPE 2  
DOB NOW Build  
Job Filing - Alteration : M00427612-11  
Filing Fees \$225.00

Record Management Fee: Other  
DOB NOW Build  
Job Filing - Alteration : M00427612-11  
Filing Fees \$165.00

PayPal eCheck Credit Card

PayPal/Venmo payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Please click on the PayPal or Venmo button to make payment

PayPal

venmo

# May 2023 – Subsequent Filings (1)

**Create a subsequent filing when an initial filing is in pre-filing status. Subsequent filings can be submitted only after the initial filing is submitted.**

## **What changed?**

Subsequent filings could not be submitted until after the initial job filing was *submitted*. Now a subsequent filing can be created when the initial filing is in *pre-filing* status. However, the subsequent filings cannot be submitted until after the initial filing is submitted.

## **What are the benefits of this change?**

All filings associated with a job can be created at the same time. This is especially useful for owners who need to complete the Statements & Signature section on each filing. Owners will no longer have to wait for the initial filing to be submitted and can log in and attest to the subsequent filings at the same time as the initial filing.

## **What are the benefits of creating subsequent filings?**

All filings with the same job number will go to the same plan examiner or team and the Records Management Fees are paid on the initial filing only. It is also beneficial to have one job number to connect all of the work on a project.

# May 2023 – Subsequent Filings (2)

## What is a subsequent filing?

A subsequent filing is an additional filing under the same job filing number that allows an applicant (the same one on the initial or a new applicant) to add new scope of work and new work types to a job on the same property. A subsequent filing can have a different review type (standard plan examination/professional certification) than the initial filing. Once submitted, a subsequent filing functions as a separate application. It can be permitted before the initial is permitted and a Letter of Completion (LOC) is requested separately on each filing.

## How do I create a subsequent filing?

From the DOB NOW: *Build* dashboard, select **Search**. Select **BIN Search** to find filings on the BIN or select **Job Number Search** if the job number is already known. From the Filing Action column next to the initial (I1) filing, select action **Subsequent Filing**.

The screenshot shows the DOB NOW: Build dashboard. At the top, there is a navigation bar with several menu items: Major Projects Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, BIS Schedule of Occupancy, Certificate of Occupancy Request, Landmark Fee Payment, and Search. The Search menu item is highlighted with a red box. Below the navigation bar, there is a search section with tabs for Job Number Search, Certificate of Occupancy Search, BIS Schedule of Occupancy Search, and BIN Search. The BIN Search tab is selected and highlighted with a red box. A search input field contains the number 2002289, and a Search button is next to it. Below the search section, there is a table of filings. The table has columns for Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s), Address, and Borough. The first row shows a filing with Job# X00843683, Filing# I1, Job Type Alteration, Filing Type New Job Filing, Filing Status Approved, Modified Date 03/28/2023, WorkType(s) GC, Address 1200 COLLEGE AVENUE, and Borough BRONX. A dropdown menu is open for the Filing Action column of the first row, showing options: Select Action: (dropdown), Create Work Permit, L2 (Civil Penalty Review), PAA (Post Approval Amendment), Request TPP, Subsequent Filing (highlighted with a red box), Supersede, View Work Permits, View AHV Permits, and Withdrawal.

Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s)	Address	Borough
Select Action:	X00843683	I1	Alteration	New Job Filing	Approved	03/28/2023	GC	1200 COLLEGE AVENUE	BRONX
Select Action:		I1	Alteration	New Job Filing	LOC Issued	10/07/2022	GC	1200 COLLEGE AVENUE	BRONX
Create Work Permit		I1	Alteration	New Filing	Signed Off	06/28/2022	VT	1200 COLLEGE AVENUE	BRONX
L2 (Civil Penalty Review)		I1	Alteration	New Job Filing	Complete	11/03/2018	EL	1200 COLLEGE AVENUE	BRONX
PAA (Post Approval Amendment)									
Request TPP									
Subsequent Filing									
Supersede									
View Work Permits									
View AHV Permits									
Withdrawal									

# May 2023 – AHV Renewal Update

- After Hours Variance Permit Form will show the **Allow AHV Renewal flag**.

## After Hours Variance Permit Form

M2982380

Trace History Dashboard

### Initial Filing Status Information

Variance Type \* Initial

### Type of Permit

Job Number	Work Permit Number	Work Type	Permit Source
M00421069-I1	M00421069-I1-PMM	PMM	DOB NOW

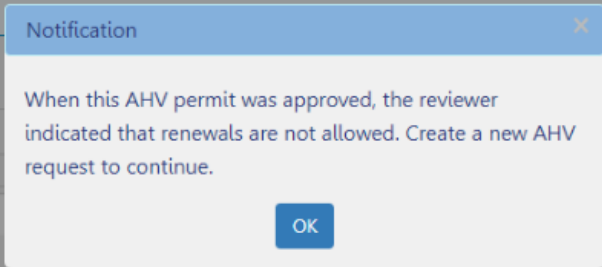
### Contractor

Email\* APPLEROME16@GMAIL.COM License Type\* Contractor License Number\* 609335

### Application Highlights

Location	68 EAST 80 STREET MANHATTAN
AHV Permit Number	M2982380
AHV Permit Status	AHV Permit Issued
Reason of Approval	Business Hours Operations Interruption
Allow AHV Renewal	No
Initial Fee/Renewal Fee	\$0.00
Daily Fee	\$0.00

### Fees



Notification

When this AHV permit was approved, the reviewer indicated that renewals are not allowed. Create a new AHV request to continue.

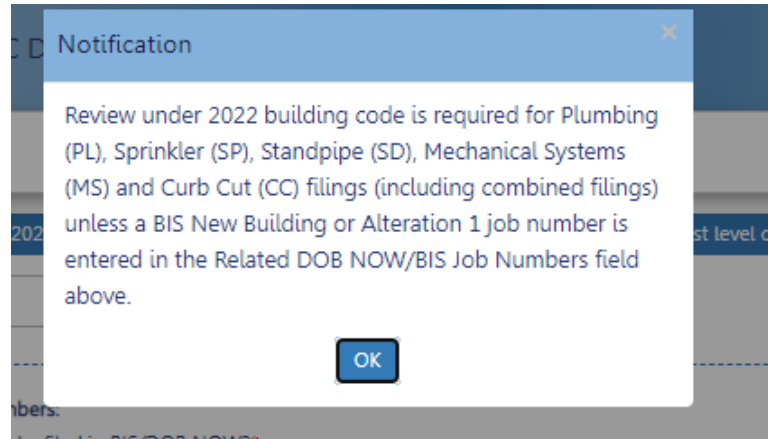
OK

Variance Type	Address	Borough
Initial	68 EAST 80 STREET	MANHATTAN
Initial	68 EAST 80 STREET	MANHATTAN
Initial	17 ANN STREET	MANHATTAN
Renewal	119 WORTH STREET	MANHATTAN
Initial	119 WORTH STREET	MANHATTAN

# May 2023 – Schedule of Occupancy & Alteration Updates

- **Schedule of Occupancy corrections** after a Final Certificate of Occupancy is issued.
  - This addresses the following system defect:

A Final CO is issued on a BIN. On that same BIN, a new Job Schedule of Occupancy (JSO) is created for a new job number. The new JSO is approved. A user tries to create a correction on that new JSO but was getting a message that “Final CO issued. Cannot create Correction.” The user will now be able to create the correction on the new JSO even though a Final CO is on the BIN.
- **Review under 2022 building code for Alteration filings.** The system message is being updated to make it clearer when a code year other than 2022 can be selected. Current system message is “Please provide BIS jobs filed in BIS prior to November 7, 2022 to proceed.”



[https://www.nyc.gov/assets/buildings/pdf/2022\\_code\\_changes\\_dobnow.pdf](https://www.nyc.gov/assets/buildings/pdf/2022_code_changes_dobnow.pdf)

# May 2023 – Record Request Updates

- In DOB NOW: *BIS Options* Record Requests, **Alternate Pick Up Person's** name will display

NYC Department of Buildings  
BIS Options

Welcome, ADAM J  
AJJOESTEST2@GMAIL.COM  
Need Help?  
Sign Out

Save Submit

REC-0003194

General Information

Documents

Statements & Signature

12345	WEST STREET	1090107
10020	BROADWAY	1090111
10030	BROADWAY	1813764
10040	BROADWAY	1813765

Requestor Information

Email	Last Name	First Name
AJOESTEST2@GMAIL.COM	JOE2	ADAM
Business Address	City	State
AJ2	NYC	NY
Zip Code	Business Telephone	Old Expeditor ID
10000	2012223333	Not Available

Alternate Pick Up Person

Email	Name
KKMITTAPALLI@BUILDINGS.NYC.GOV	KIRAN KUMAR MITTAPALLI

Comments

Test



# April 2023 – Technical Report and Supersede/Withdrawal

- **Designated Seismic System** technical report was changed from conditional to optional for Structural (ST) and Foundation (FO) and removed from filings that are not being reviewed under the 2022 code.
- New Supersede/Withdrawal functionality for Site Safety Plan applicants

## Supersede:

Site Safety Plan applicant	DOB NOW: <i>Build – Site Safety</i> Requests dashboard select 'Update Approved Site Safety' under Filing Action	Applicant
----------------------------	--	-----------

## Withdrawal:

Site Safety Plan applicant	DOB NOW: <i>Build – Site Safety</i> Requests dashboard select 'Withdraw' under Filing Action	Applicant or Owner
----------------------------	--	--------------------

[https://www.nyc.gov/assets/buildings/pdf/supersede\\_and\\_withdrawal\\_guide.pdf](https://www.nyc.gov/assets/buildings/pdf/supersede_and_withdrawal_guide.pdf)

# March 2023 – Full Demolition

As of March 6, 2023, all new Full Demolition (FD) jobs are required to be filed in DOB NOW: *Build*.

The below will apply to FD jobs filed in BIS prior to DOB NOW Launch.

BIS Job Status	Application Received on Date in BIS	Plans Approved as of Current Date	To Continue Job After DOB NOW Launch
A	N/A	N/A	Refile as new FD job in DOB NOW
E	Less than one year from the current date	Yes or No	Continue job in BIS
	More than one year and less than two years from the current date	No*	Refile job in DOB NOW and pay minimum filing fee (\$260)
	More than two years from the current date	No*	Refile as new FD job in DOB NOW and pay full filing fees in effect on date of refiling
All other statuses	Any date	Yes	Continue job in BIS until further notice

# March 2023 – Letter of Completion

- Job extension added to the Letter of Completion (LOC)



NYC Department of Buildings  
280 Broadway, New York, NY 10007  
Kazimir Vilenchik, Acting Commissioner

## Letter of Completion

BUILD 138  
280 BROADWAY  
NEW YORK, NY 10007

Re: 750 LYDIG AVENUE, BRONX  
Job #: X00434699-I1  
Block: 4291 Lot: 24

Dear BUILD 138:

The work related to the above application is completed and was signed off in DOB NOW: Build on 2/28/2023.

Based on the nature of the work filed on this job, filing a new certificate of occupancy is not required.

March 6, 2023

# March 2023 – Mechanical Scope of Work

- Mechanical Scope of Work Updates:
  - “Certification Number for Listing” field changed to “Serial Number”
  - “Model Name” field changed to “Model Name and Number.” Field added to the Certificate of Compliance
  - Associated job filing number added to Certificate of Compliance for each line of equipment

<b>NYC<sup>TM</sup> Buildings</b>							
<b>CERTIFICATE OF COMPLIANCE</b>							
Address: 1264 FOREST HILL ROAD, STATEN ISLAND						Issued On: 02/23/2023	
BIN:5837779	Item	Location	Efficiency	Manufacturer Name	Capacity	Job Filing Number	Number of Items
Air Conditioning Systems	q	1	1 COP	1	1 BTU	S00434258-S1	6
	Item Description		heater				
	Model Name and Number		14				
	Serial Number		12				

# March 2023 – Dashboard

- PAAs moved to the Completed tab on the job filings dashboard

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s) ...	Address	☰
	Select Action: ▾	Q00402277	I1	Alteration CO	New Job Filing	CO Issued	04/02/2021	GC/ST	66-20 BEACH CHANNEL...	
	Select Action: ▾	Q00402219	I1	Alteration CO	New Job Filing	CO Issued	04/02/2021	GC/ST	133-06 160 STREET	
	Select Action: ▾	Q00402277	P1	Alteration CO	PAA	Approved	04/01/2021	GC/ST	66-20 BEACH CHANNEL...	
	Select Action: ▾	Q00402219	P2	Alteration CO	PAA	Approved	03/26/2021	GC/ST	133-06 160 STREET	
	Select Action: ▾	Q00401053	P1	Alteration CO	PAA	Approved	03/03/2021	GC/ST	86-05 130 STREET	
	Select Action: ▾	Q00401053	I1	Alteration CO	New Job Filing	CO Issued	03/03/2021	GC/ST	86-05 130 STREET	
	Select Action: ▾	Q00388254	I1	Alteration	New Job Filing	LOC Issued	12/22/2020	ST	192-01 LINDEN BOULEV...	
	Select Action: ▾	Q00388325	P2	Alteration	PAA	Approved	12/18/2020	ST	159-36 84 STREET	

# March 2023 – Technical Reports

- Progress Inspector can remove certification from the Technical Report Final by logging in, editing the Technical Report and selecting the “Remove Certification” option. This option changes the permit status from Signed Off to Permit Issued and allows a PAA to be created.

Progress Inspection Applicant's Certification of Full Completion\*

I hereby certify that all work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

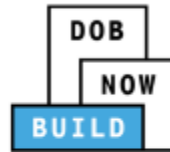
Name	Date For Certify Complete Inspections
<input type="text" value="BUILD 138"/> (Electronically Signed)	<input type="text" value="03/14/2023"/>

[Remove Certification](#) [Update](#) [Cancel](#)

- Wood-Seismic Resistance** Technical Report updated as optional for GC filings (was incorrectly populating on some GC filings) [https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_technical\\_reports.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_technical_reports.pdf)

# March 2023 – Supersede and Withdrawal Requests

- New Withdrawal and Supersede functionality
  - Withdrawal Site Safety Personnel, Progress/Special Inspector, Progress/Special Inspection, Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager
  - Supersede Progress/Special Inspector



## Withdrawal and Supersede Guide

Updated March 6, 2023

Use the list below to determine how to withdraw or supersede a stakeholder or withdraw a DOB NOW: *Build* application.

[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_supersede\\_withdrawal\\_sn.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_supersede_withdrawal_sn.pdf)

# March 2023 – Local Law 97 Questions on PW1

- Local Law 97 questions added to PW1 for Alt-CO and Alt applications with work types GC, MS, PL and BE and building type Other (1,2,3 family buildings are exempt). Gross floor area is defined in 1 RCNY 103-14 section (a).

**Additional Information\***

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*
<input type="text" value="\$100.00"/>	<input type="text"/>

Does this application include a new roof or the replacing of an entire existing roof deck or roof assembly?\*

Yes  No

This building's gross floor area (1 RCNY 103-14) is over 25,000 sq. ft. and the alteration work in this application is intended to reduce carbon emissions in accordance with Local Law 97 of 2019.\*

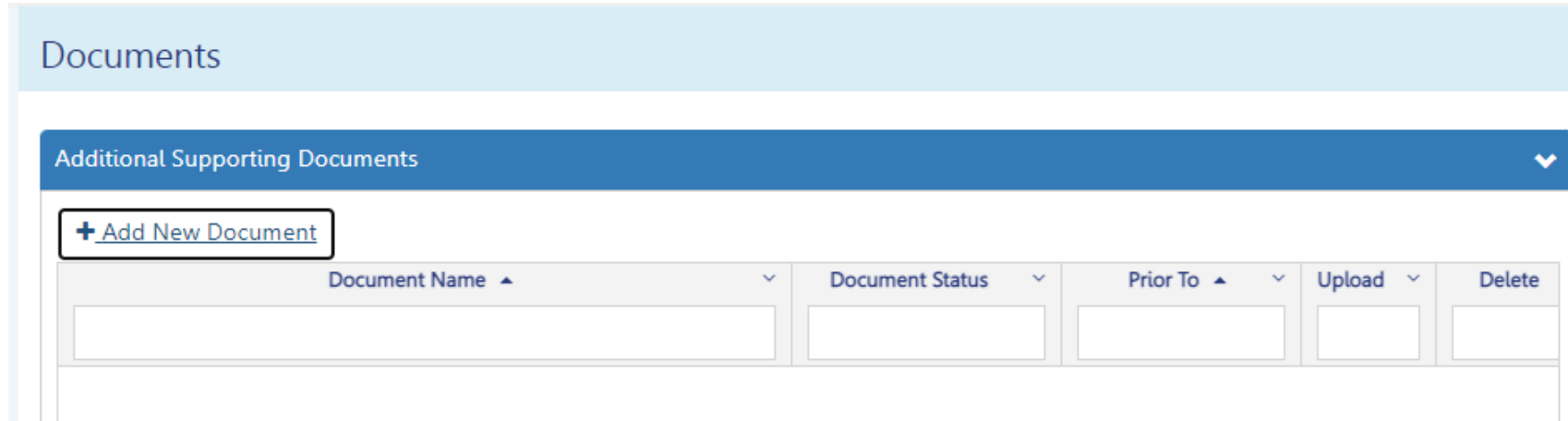
Yes  No

How much of the Estimated Job Cost (\$) directly supports LL97 compliance?\*



# March 2023 – Documents

- The number of allowed Additional Supporting Documents increased to 50.





The screenshot shows a web interface for managing documents. At the top, there is a light blue header labeled 'Documents'. Below it, a dark blue header reads 'Additional Supporting Documents' with a downward arrow. A red box highlights a button labeled '+ Add New Document'. Below the button is a table with the following columns: 'Document Name' (with an upward arrow), 'Document Status' (with a downward arrow), 'Prior To' (with an upward arrow), 'Upload' (with a downward arrow), and 'Delete'. The table body is currently empty.

- CPC Special Permit** added as a Required Document for the construction of a new hotel or substantial alteration of an existing hotel (based on the selection made in the Schedule of Occupancy, Description of Use, Occupancy Group R-1)  
[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_build\\_waiver\\_and\\_deferral\\_doc\\_request\\_list.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_build_waiver_and_deferral_doc_request_list.pdf)
- Smoke/Carbon Monoxide Alarms Affidavit** added as an Additional Supporting Document (upload separately instead of with the CO Worksheet)  
[Affidavit of Installation & Testing for Smoke and Carbon Monoxide Alarms](#)

# March 2023 – Permit Classification

- Permit classification updated to No Work on legalization job filings


 

**NYC** <sup>TM</sup> **Buildings**

**Work Permit Department Of Buildings**

Permit Number: M00429210-S1-BE  
Permit Classification: NO WORK  
Address: MANHATTAN 22 PARK PLACE  
Work on Floor(s): ATTIC-SO-7038-M00429210-I1  
Total number of dwelling units at location: 2  
Number of dwelling units occupied during construction: 0  
Description: TEST

Issued: 01/26/2023  
Expires: 01/26/2024  
Issued To: MRC TEST  
Business: A&B CONSERVATION CORP  
License No: P-000330



For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.

# March 2023 – Landmark Fees

- DOB NOW was corrected so that landmark fees are required on all applicable applications including AN, BE, CC, PL, and ST work types. If it is determined that the application is for interior work, then submit a waiver for the Landmark Approval letter. If the waiver is approved then a refund can be requested for the landmark fee. The Fiscal unit has been informed of this process.

# March 2023 – Estimated Job Cost and Technical Reports

- **Estimated Job Cost** field removed from New Building filings

Technical Report updates:

- **Exterior Insulation and Finish System** was removed from the system in error when 2022 TRs were added to the system. EIFS is being restored as an optional TR.
- **Construction Operations Influencing Adjacent Structures** TR will change from conditional (if yes was selected for Structural stability affected by proposed work) to optional. This is a short-term solution. In a future release, a new question will be added to the PW1 to indicate if work has the potential to affect the structural stability of an adjacent structure.

# February 2023 – Energy Submissions

## Foundation Filings No Longer Require Energy Submissions

- Effective January 26, 2023, Foundation (FO) filings in DOB NOW: *Build* no longer require an Energy Submission. Any prior Energy Submissions in any status have been removed from all Foundation filings.




[Foundation Filings No Longer Require Energy Submissions](#)


February 1, 2023

# November 2022 – Public Portal Redesign


## New DOB NOW front page (also mobile-friendly)




**DOB NOW**  
NYC Department of Buildings self-service online for permits, appointments and applications




About DOB NOW




FAQS | RESOURCES




FAQS | RESOURCES



FAQS | RESOURCES




B I S  
OPTIONS




Contact DOB  
Help Form

Search the Public Portal


FAQS | USER MANUAL




Address




Borough, Block, Lot




BIN




Job Number



Device




Licensee




Violation


Additional Tools



Building Energy Efficiency Rating  
Label



Building on My Block/  
Zoning Challenge



Elevator License Exam Payment

Login to DOB NOW to submit Jobs, Filings & Applications

Enter your eFiling or DOB NOW:  
Licensing account information

Email

Passwords

Login

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, [click here](#).

Welder, Journeyman and Gas Work Qualification Applicants only – [click here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, [click here](#).

Need more help? [Contact us](#).

# November 2022 – Zoning Challenges

## New Zoning Challenge tool for DOB NOW jobs

- Search for DOB NOW job filings eligible for zoning challenges in the new Building on My Block / Zoning Challenge. Select **+Challenge** within the 45-day challenge period after DOB approval of the ZD1 Zoning Diagram. Challenge appeals can also be submitted through the same portal during the 15-day appeal period after a challenge has been denied.
- There are no changes to the current zoning challenge and appeal process for BIS job filings. Use the BIS Building on My Block portal and submit the [Zoning Challenge and Appeal form](#) to [publicchallenge@buildings.nyc.gov](mailto:publicchallenge@buildings.nyc.gov)



**Building on My Block / Zoning Challenge**

Use this portal to search for new buildings and alterations with enlargement applications filed in DOB NOW and to submit zoning challenges and appeals for DOB NOW jobs. To search for BIS jobs, use the BIS Building On My Block portal. See the Public Challenges of Zoning Approvals page for more information.

**Search by\***

Address  BIN  Community Board  Job Number

**House Number\***

**Street Name\***

**Borough\***

**Additional Search Criteria (optional)**

Select what kind of jobs you are looking for (Multiple can be selected)

Select job filing type (Multiple can be selected)

# November 2022 – TCO Inspection Update

## Temporary Construction Equipment No Longer Requires a Final Inspection

- A Technical Report (TR1) - Final is no longer be required for Sidewalk Shed (SH), Construction Fence (FN), Supported Scaffold (SF) and Protection and Mechanical Methods (PMM) work types in DOB NOW: *Build*. (See Local Law 146 of 2021.)
- A TR Final no longer appears on new job filings and the TR Final has been removed from existing filings that are not in Letter of Completion status.
- Any stakeholder on the filing can submit the removal notification. Upon submission of the removal notification, the permit status will be updated to Signed Off and the job status will be updated to LOC Issued.



The screenshot displays the DOB NOW web application interface. At the top, the logo features 'DOB NOW BUILD' and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with buttons for '+ Pre-Development Consultation for MPP/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ BIS Schedule of Occupancy', '+ Certificate of Occupancy Request', and '+ Landmark Fee Payme'. The main content area is titled 'Job Filings' and includes a 'Filter My Jobs' dropdown. A table lists job filings with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', 'Job Type', 'Filing', 'Modified Date', 'WorkType(s) ...', and 'Address'. A dropdown menu is open over the 'Filing' column, showing options: 'Boiler Removal', 'Earthwork', 'Emergency Work', 'Sidewalk Shed Removal', and 'Tenant Protection Plan 72 Hour'. The table row shown has Job# M08027601, Filing# I1, Job Type Alteration, Filing New Job Filing, Modified Date 10/26/2022, WorkType(s) GC, and Address 1 BOGUS LANE.

View...	Filing Action	Job#	Filing#	Job Type	Filing	Modified Date	WorkType(s) ...	Address
<input type="checkbox"/>	Select Action: ▾	M08027601	I1	Alteration	New Job Filing	10/26/2022	GC	1 BOGUS LANE

[Temporary Construction Equipment No Longer Requires a Final Inspection](#)



# November 2022 – System Enhancements (1)

- Owner added as an optional stakeholder on Certificate of Occupancy requests
- Certificate of Occupancy and Schedule of Occupancy requests can be searched in the Industry Portal
- System message will appear when a property has a DHCR flag when completing the Owner's Attestation
- Rejection reasons will be visible for waiver/deferral document requests and included in the email notification
- User-friendly interface for selecting Work on Floors for Alt-CO and NB filings
- Print all objections on a filing either as a PDF or export to an Excel file.

# November 2022 – System Enhancements (2)

- Option to remove legalization fees for work to legalize a WWP for a Request for Corrective Action (RCA)/Homeowner Relief Program
- On the Zoning tab a field was added for Proposed and Existing Dwelling Units (Lot), which will be used to calculate the Proposed Density Calculation. The Dwelling Units (Building) number will populate on the CO.
- Under Additional Considerations, Limitations or Restrictions section on the PW1, “gross” was added to two floor area questions.

Work on exterior of building\*

Yes  No

Are you altering 10% or more of the existing floor surface area?\*

Yes  No

Are you removing one or more floors?\*

Yes  No

Are you demolishing more than 50% of the gross floor area of the building? \*

Yes  No

- -

Are you altering more than 50% of the gross floor area of the building?\*

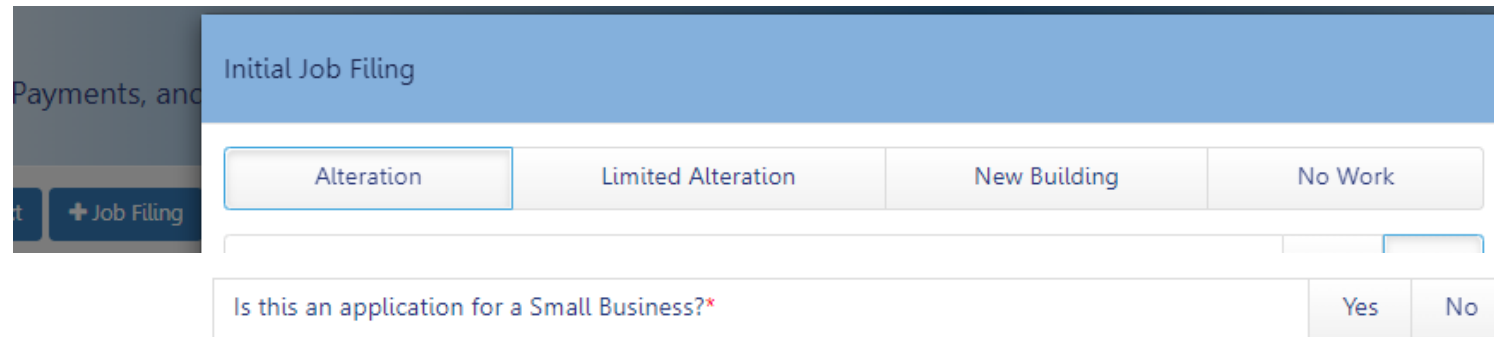
Yes  No

Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?\*

Yes  No

# September 2022 – Small Business Support Team

- A new Small Business Support form specific to inquiries from the small business community is accessible from the Department’s website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings). A new Small Business Support Team will provide one-on-one guidance on planned or ongoing construction projects.
- A new question was added to DOB NOW: *Build*:



The screenshot shows a web form titled "Initial Job Filing". It features a blue header bar with the title. Below the header, there are four tabs: "Alteration", "Limited Alteration", "New Building", and "No Work". The "Alteration" tab is currently selected. Below the tabs, there is a question: "Is this an application for a Small Business?\*" with two radio button options: "Yes" and "No".

Answering Yes adds a Small Business tab to the PW1 filing to enter contact information for the owner. As a stakeholder on the filing, the business owner will receive email notifications from the system and DOB can help get small businesses up and running faster.

[Dedicated Small Business Support Portal](#)

# September 2022 – Major Projects Development Program

MPP is a new voluntary program created by the Department to facilitate large and complex development projects.

The program includes:

- Dedicated project coordination and guidance services for large and complex development projects from before filing to final signoff and Certificate of Occupancy (CO)
- Pre-development consultations to provide validation on project scope, compliance, schedule, and enforcement resolution
- Single point of contact and internal coordination between DOB units provided by a project advocate
- \$50,000 enrollment fee (\$25,000 for Affordable Housing projects) upon MPP acceptance by the Department

The Department expects to expand the kinds of projects eligible for MPP, but initially projects will be **limited to**:

- New Buildings at least 20 stories or 500,000 construction square feet
- Enlargements of at least an additional 20 stories or an additional 100,000 square feet

To apply to participate in MPP, use the new **Pre-Development Consultation for MPP** function in DOB NOW to establish a project and schedule a consultation appointment with a Development HUB project advocate.

[Major Projects Program](#)

# August 2022 – System Enhancements (1)

- On the PW1 under Additional Considerations, changes were made to the fields that appear when it is a **Filing to Address Violations**
  - Only one box is now required
  - The first box specifies it is for DOB Violations (instead of just Violations) and does not validate

Filing to Address Violations

Enter DOB Violation Number(s):\*

Separate each by a semi-colon ";"

Yes  No

Enter OATH/ECB Summons Number(s):\*


(e.g. 3xxxxxxxxX)

Separate each by a semi-colon ";"

- An alert will appear when an initial filing is first saved recommending creation of a **subsequent filing** if there are other filings on the BIN that are not yet signed off.
- Inspections can be requested on expired DOB NOW permits in DOB NOW: *Inspections*.

# August 2022 – System Enhancements (2)

- Instead of two TR4 documents: TR4 Plot Diagram and TR4 Test Report, there is now one document called **TR4 Test Report and Plot Diagram**.
- The **Additional Construction Floor Area** field will no longer populate for Foundation (FO) filings.

**Additional Information\*** 

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*	<del>Additional Construction Floor Area (Sq. Ft.)*</del>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Foundation Square Footage*		
<input type="text"/>		

**In Conjunction New Building BIS Job Numbers:**  
Is this job related to any New Building filed in BIS?\*  Yes  No

**Related DOB NOW/BIS Job Numbers:**  
Is this job related to any other jobs filed in BIS/DOB NOW?\*  Yes  No

# August 2022 – System Enhancements (3)

- If an owner eFiling account does not have a **Business Name**, the Business Name field will not show when the email address is added to the **Owner** section in DOB NOW. This is instead of showing PR as the placeholder for the Business Name.
- **OTCR Conditional Acceptance Letter** and **OTCR Final Acceptance Letter** have been added as Additional Supporting Documents
- There are now four **Additional Supporting Documents Prior to Permit** to select instead of just one.
- A NYCECC Energy Compliance question has been reworded: **Does this work alter the Mechanical or Service Hot Water system or associated ducts and plumbing?**
- For **Temporary Place of Assembly** filings, an event time can be entered that crosses midnight.
- For **Sidewalk Shed removal requests** in DOB NOW, a BIS job number can be entered for the sidewalk shed job.

# August 2022 – System Enhancements (4)

- **Job Description** has been added as a separate field in the Public Portal for all job filings. For LAA filings, this field will be populated by the Proposed Work Summary and for Place of Assembly filing, this field will be populated by the Comments under General Information.
- On the **Public Portal** under BUILD: Job Filings, the separate tabs for Alterations, Alteration CO, NB etc. have been removed. There is now just **one tab for Job Filings** that can be filtered by Job Type.



# July 2022 – Site Safety Updates

**Beginning July 15, 2022, site safety plans can be submitted before the job is approved and are no longer required for subsequent filings in DOB NOW.**

- A banner will appear on the filing and an email will be sent to the stakeholders on the job indicating that the site safety criteria has been approved and that the site safety plans can be submitted.
- A separate site safety plan request is no longer required for subsequent filings

**The Department of Buildings will not issue a permit if the Construction Superintendent designated on the permit application is already designated on five or more active permits.**

- Construction superintendents who are designated on more than five active jobs:
  - CS can request to be withdrawn from the job (submit a withdrawal letter to the help form)
  - Permit applicant can renew the permit with change to issue the permit with a different CS
  - A request can be submitted to release the site safety requirements from the job, which will also release the construction superintendent.

**Requests to release site safety and remove sidewalk sheds are required to be submitted in DOB NOW.**

[Site Safety Plan Updates](#)

# July 2022 – Sidewalk Shed Removal

The screenshot shows a navigation bar with buttons for '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ BIS Schedule of Occupancy', '+ Certificate of Occupancy Request', '+ Landmark Fee Payment', and 'Search'. The 'Requests' button is active, and a dropdown menu is open, listing 'Energy', 'Letter of Completion', 'PA Certificate of Operation', 'Site Safety', 'Temporary BIN', and 'Tenant Protection Plan'. Below the menu is a table with columns: Job#, Filing#, Filing Type, Filing Status, Modified Date, WorkType(s)...

Job#	Filing#	Filing Type	Filing Status	Modified Date	WorkType(s)...
S00412742	I1	Job Filing	Permit Entire	06/27/2022	GC/MS/ST/F... 3135 V
Q00412641	I1	Alteration CO New Job Filing	Permit Entire	06/27/2022	GC/MS/ST/EA 110-20

The screenshot shows the 'New Site Safety Request' form. Under 'Site Safety Request Type', there are three radio button options: 'Site Safety Plans', 'Site Safety Waiver', and 'Site Safety Release and Sidewalk Shed Removal' (which is selected). Below this is a 'Request Type\*' dropdown menu with the following options: 'Select Type:', 'Sidewalk Shed Removal', 'Site Safety Release', and 'Site Safety Release and Sidewalk Shed Removal'. A note at the bottom right says 'For S jobs, use format 123456789-01.'

After the **Sidewalk Shed Removal** request is submitted in DOB NOW, the Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the Sidewalk Shed Removal request will be approved in DOB NOW: *Build* and the sidewalk shed can be removed from the site.

# July 2022 – Site Safety Release Update

For Site Safety Release, options are provided to release a Construction Superintendent, Site Safety Coordinator or Site Safety Manager from a substantially completed job. To **release a Construction Superintendent**, an authorization letter and photographs are required to be uploaded in the Documents section. The authorization letter can be signed by one of the following:

- Applicant of Record of the specific job filing
- Progress Inspector identified on the Technical Report-Final associated to the job
- Permit Holder if the licensee is a Registered General Contractor including 1/2/3 family homes
- Construction Superintendent associated to the specific permit

Submit the Site Safety Release request in DOB NOW and once it is approved by the Construction Safety Compliance Unit, the site safety requirement will be removed from the job and the job Construction Superintendent will no longer be designated on the job.

To **release a Site Safety Coordinator or Site Safety Manager**, submit the Site Safety Release request in DOB NOW. The Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the site safety requirement will be removed from the job and the request will be approved in DOB NOW. If the permit is renewed, a Site Safety Coordinator or Site Safety Manager will not be required.

[Site Safety Plan Updates](#)

# June 2022 – Incomplete Status

## Incomplete Reasons

- Incomplete comments are now on the Objections/Appointments tab and not in Trace History. The incomplete comments are also provided in the email notification.

The screenshot displays a web application interface for a permit application. At the top, there are two buttons: 'Save' and 'Resubmit'. Below these, the application ID 'M00773952-I1' is shown. The sidebar on the left contains several navigation tabs: 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (with a dropdown arrow), 'Structural', 'Cost Affidavit (PW3)', 'Technical Report' (with a dropdown arrow), 'Technical Report (TR1/4/5/5H)', 'Documents', 'Incomplete/Objections/Appointments' (highlighted in dark blue), and 'Statements & Signatures'. The main content area shows the status 'Incomplete' in a light blue header. Below this, the 'Incomplete Reason\*' is listed as 'provide floor plans showing location of proposed flue'.

# June 2022 – Record Requests

**Beginning Friday, June 17, 2022, DOB NOW: BIS Options was updated to allow a maximum of 15 record requests per eFiling account.**

**Also, an additional contact field was added to record requests so another person can be designated to pick up the records.**

- The additional contact must also have an active eFiling account.
- An eFiling account can only be associated with one person's name and is required to include the complete first and last name of that one individual.

[Record Requests Update](#)

# June 2022 – Required Documents Changes

## Prior to Filing classification for Required Documents

- Existing *Prior to Approval* classification was modified to allow filings to be submitted for standard plan review without these documents. Documents that must always be included in the filing at time of initial review have a new classification of *Prior to Filing*.

Document Name	Document Status	Prior To	Upload	Action
DEP Stormwater Construction Permit	Required	Approval	⬇	Select Action: ▾
DEP Stormwater Maintenance Permit/Notice of Termination	Required	LOC/CoFO	⬇	Select Action: ▾
DEP: Sewer Certification (Sanitary/Storm)	Required	Approval	⬇	Select Action: ▾
DPL-1: Design Professional Seal & Signature	Required	Filing	⬇	Select Action: ▾
Fee Exempt Supporting Document - DOF Property Tax Assessment Roll	Required	Filing	⬇	View Request Request Waiver Request Deferral
Local Law 92/94 of 2019 Sustainable Roof Zone ALT	Required	Approval	⬇	Select Action: ▾
Plans/Sketch	Required	Filing	⬇	Select Action: ▾
Plot Diagram	Required	Approval	⬇	Select Action: ▾
Restrictive Declaration/Easement 1	Required	Approval	⬇	Select Action: ▾
ZD1: DOB Zoning Diagram	Required	Approval	⬇	Select Action: ▾

- For Professionally Certified filings, *Prior to Filing* and *Prior to Approval* documents must be uploaded or waiver/deferral requested prior to filing.
- [Document Submission Enhancements in DOB NOW](#)
- [https://www1.nyc.gov/assets/buildings/pdf/dob\\_now\\_build\\_waiver\\_and\\_deferral\\_doc\\_request\\_list.pdf](https://www1.nyc.gov/assets/buildings/pdf/dob_now_build_waiver_and_deferral_doc_request_list.pdf)

# June 2022 – Additional Supporting Documents

## Additional Supporting Documents

- Users can enter a name for “Other” documents in the Additional Supporting Documents section.

Document Uploader

Select Document

File Name:

Buildings After Hours.jpg

Document has been uploaded.

Document Name	Prior To Stage
Luminous Egress Path Markings Report	LOC/CofO
New York DEC Notice of Termination	LOC/CofO
Obtain ECC Approval: file PAA	Permit Issuance
Other 10 Documents - Prior to Approval	Approval
Other 2 Documents - Prior to Approval	Approval

6 / 10 Items Per Page 26 - 30 of 47 items

Additional Supporting Documents

+ Add New Document

Document Name	Document Status	Prior To	Upload	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other 1 Documents - My Document Name	Pending	Approval	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>

# June 2022 – Required Documents

## **Plot Diagram and Site Survey: Initial**

- Plot Diagram and Site Survey: Initial were added as a Required Documents prior to filing/approval for NB, Alt-COs and Alts with enlargement, GC filings



# May 2022 – Elevator Sign Off for Occupancy Requests

Beginning Monday, May 23, 2022, requests for Elevator Sign Off for DOB NOW jobs are required to be submitted in DOB NOW: Build as part of the Certificate of Occupancy request.

Job Filings

Filter My Jobs ▾

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	
	Select Action: ▾	S00406678	I1	ALT-CO - New Build	New Job Filing	Permi
	Select Action:		I1	ALT-CO - New Build	New Job Filing	Chief
	Create Work Permit		S1	ALT-CO - New Build	Subsequent Filing	Pre-fil
	L2 (Civil Penalty Review)		P1	ALT-CO - New Build	PAA	Apprc
	PAA (Post Approval Amendment)		I1	ALT-CO - New Build	New Job Filing	Apprc
	Request Elevator Sign Off		I1	ALT-CO - New Build	New Job Filing	Apprc
	Subsequent Filing		I1	ALT-CO - New Build	New Job Filing	Pendin
	Supersede		I1	ALT-CO - New Build	New Job Filing	Pendin
	View Work Permits		S1	ALT-CO - New Build	Subsequent Filing	Pre-fil
	Withdrawal		S1	ALT-CO - New Build	Subsequent Filing	Pre-fil
	Select Action: ▾	B00390858	P1	ALT-CO - New Build	PAA	Apprc
	Select Action: ▾	S00406642	S4	ALT-CO - New Build	Subsequent Filing	Pre-fil

X00403146-I1

Elevator Occupancy Sign Off

+ Add

Action	Request Number	Request Type	Request Status	Requester
Total Items: 0				

Elevator Occupancy Sign Off

- If there are multiple elevator job numbers, a separate request is required for each job number. Requests for Elevator Sign Off are required even if the building does not include an elevator. Submit the Elevator Sign Off request before the Certificate of Occupancy request is submitted.
- The status of the Elevator Sign Off request will be visible on the Building Schedule of Occupancy in the DOB NOW Public Portal.
- Continue to submit Elevator Sign Off requests for BIS jobs at [nyc.gov/dobhelp](https://nyc.gov/dobhelp).
  - [Elevator Sign Off for Occupancy Requests](#)

# May 2022 – System Enhancements (1)

## Requests to waive or defer a required document

- Any stakeholder can now select the option to request a waiver or deferral, not just the applicant. The request is not submitted until the filing/permit is submitted by the applicant.
- Waiver/deferral requests can be made at any time, not just at the stage indicated on the required document. e.g. a waiver for a document that is required prior to permit can now be requested when the job is in pre-filing status.

## Standpipe Alarm Drawings document

- Standpipe Alarm Drawings is no longer populating as a required document for 1, 2 or 3-family properties. It is a required document for NB and AltCO jobs where the existing building height is <75 ft and the proposed building height is >75 feet.

## Perimeter Wall Height



- Under Zoning Information, Height & Setback section, the Perimeter Wall Height field now accepts values up to 999.99, increased from 99.99

The screenshot displays a web application interface for a permit application. On the left is a navigation menu with the following items: 'M00740329-I1', 'Plans/Work (PW1)', 'Zoning Information' (highlighted in blue), 'Scope of Work' (with a dropdown arrow), 'Schedule of Occupancy', 'Cost Affidavit (PW3)', and 'Technical Report' (with a dropdown arrow). The main content area is titled 'Yard Details\*' and contains a 'Height & Setback\*' section. In this section, the 'Perimeter Wall Height\*' field is highlighted in yellow and contains the value '999.99' next to a 'Feet' unit selector. Below this are two dropdown menus: 'Initial Setback Distance\*' (with 'Select Type:' as the selected option) and 'Zoning: Total Building Height\*' (with 'Select Type:' as the selected option).

# May 2022 – System Enhancements (2)

## Work Permit data fields added in the Public Portal

- Applicant/Contractor and Permit Expiration Date were added as fields when viewing permits in the Public Portal

Work Permit (PW2)						
Work Permit Number	Work Permit Status	Permit Type	Applicant/Contractor	Permit Issued Date	Permit Expiration Date	Print Work Permit
M00567165-I1-GC	Permit Issued	General Construction	LUCIAN PAONE	11/12/2021	12/03/2021	
M00567165-I1-GC	Permit Issued	General Construction	LUCIAN PAONE	03/14/2022	12/02/2022	

## Appointments for Alt-CO with existing elements to remain

- 40-minute appointments are now available for Alt-COs with existing elements to remain job filings.

## AI1 form for PAAs

- All plan examiners have been informed that an AI1 form does not need to be uploaded with the plans when doing a PAA. Use the Comments field (Section 24) in the PAA filing to provide a description of the changes.

# May 2022 – In-Person Plan Exam Appointments

## **In-Person Appointments for Standard Plan Examination Job Filings**

If the appointment will be conducted in-person, all appointment attendees should arrive at the office 10 minutes before the appointment to check-in with the Appointments (PENS) Coordinator. A face mask is required to be worn at all times while in the building. Paper copies of plans/documents are not needed at the meeting.

The Appointments and DOB NOW: Build systems were updated to show the office location of the plan examiner and an option to select an in-person appointment is now available in both systems.

Customers may still choose to attend meetings online using the GoTo Meeting links provided in the appointment confirmation. BIS appointments that were scheduled prior to April 20, 2022 will continue to be conducted by phone (with the option to attend in person).

[In-Person Appointments for Standard Plan Examination Job Filings](#)

# May 2022 – Zoning and Special Districts

## Zoning Districts –

Paired Districts added to drop down:

The screenshot shows a web form titled "Add Zoning District". It has two main input fields: "Zoning District(s)\*" and "Area\*". The "Zoning District(s)\*" field is a dropdown menu with a list of zoning codes. The "Area\*" field is a text input with a "Sq. ft." label. Below the form are "Save" and "Close" buttons. Below the form, there is a table with two columns: "Zoning District(s)" and "Area (Sq. ft.)".

Zoning District(s)	Area (Sq. ft.)

## Special Districts –

Three new special districts added to drop down:

The screenshot shows a dropdown menu for "Special District(s)\*". The menu is open, showing a list of special districts. Three districts are highlighted in yellow: "Brooklyn Navy Yard District", "Gowanus Mixed Use District", and "SoHo - NoHo Mixed Use District". At the bottom of the menu, it says "0 / 5 checked".

# February 2022 – System Enhancements (1)

## Mechanical Systems - new subcategory and updates:

Mechanical Systems (check all subcategories that apply)\*

<input type="checkbox"/> Heating Systems	<input type="checkbox"/> Ventilation Systems	<input type="checkbox"/> Air Conditioning Systems
<input type="checkbox"/> Refrigeration Systems	<input type="checkbox"/> Cooling Towers	<input type="checkbox"/> Associated Ducts and Piping
<input type="checkbox"/> Generators	<input checked="" type="checkbox"/> Heating and Air Conditioning Systems	<input type="checkbox"/> Others

- Energy efficiencies now allows for a decimal point
- For Ventilation Systems and Associated Ducts and Piping, Equipment Efficiency and Efficiency Units are not required

## Local Law 158 Pro Cert restrictions – new document:

New required document - **LL158/2017 Pro Cert Supporting Documentation**. Provide the document if one of the following exceptions applies:

- (1) The work without a permit violation that resulted in the professional certification restriction was on a part of the building that is not owned by the building owner; or
- (2) One of the following L2 reasons: BFP, ECB, EWG, EWP, EXP1, EXP2, GOV, TPT, SAPW. If your request for an exception is denied, a new application must be submitted as standard plan.

# February 2022 – System Enhancements (2)

## Export data from the BIN search in the Industry Portal:

The screenshot shows the Industry Portal search interface. At the top, there are navigation buttons for Job Filing, Permits, Requests, Notifications, BIS Schedule of Occupancy, Certificate of Occupancy Request, Landmark Fee Payment, and Search. Below this is a search section with two tabs: 'Search By Job Number' and 'Search By BIN'. A search input field contains '1048513' and a 'Search' button. Below the search section is a table with the following columns: Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s), Address, Borough, and Work on floor(s). The table contains six rows of data. On the right side of the table, there is a 'Columns' dropdown menu with options: 'Clear all filters', 'Export all data as excel', 'Export visible data as excel', 'Columns:', 'Filing Action', 'Job#', and 'Filing#'. The 'Filing Action' option is checked and highlighted with a red box. Another red box highlights the 'Filing#' column header in the table.

Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s)	Address	Borough	Work on floor(s)
Select Action: ▼	M00650766	I1	Alteration	New Job Filing	Permit Entire	01/21/2022	MS	229 EAST 79 STREET	MANHATTAN	Ground
Select Action: ▼	M00599927	I1	Alteration	New Job Filing	Complete	10/26/2021	EL	229 EAST 79 STREET	MANHATTAN	
Select Action: ▼	M00567679	P2	Alteration	PAA	Approved	10/07/2021	EL	229 EAST 79 STREET	MANHATTAN	
Select Action: ▼	M00567679	P1	Alteration	PAA	Approved	08/19/2021	EL	229 EAST 79 STREET	MANHATTAN	
Select Action: ▼	M00572619-I1...	I1	Alteration	New Job Filing	Permitted	10/28/2021	LAA	229 EAST 79 STREET	MANHATTAN	
Select Action: ▼	M00567679	I1	Alteration	New Job Filing	Complete	10/25/2021	EL	229 EAST 79 STREET	MANHATTAN	

## Place of Assembly (PA) Filings updates:

- Filing Representatives can initiate a Certificate of Operation request and create a PAA
- Additional Supporting Documents section has been added

# February 2022 – System Enhancements (3)

**Construction Superintendent search of associated jobs in the Public Portal (includes BIS and DOB NOW data):**

### Licensees Search

View Please enter Construction Superintendent's License number below to see associated job filings.

Associated Jobs of License

## Tenant Protection Plan 72 Hour Notification:

If a notification has been submitted, a new one cannot be made until the first notification is cancelled.

### Tenant Protection Plan 72 Hour Notifications

Action	Tracking Number	Notification Type	Notification Status
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	Q00543432-I1 - 8763	Tenant Protection Plan 72 Hour	Received
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	M00526922-I1 - 4714	Tenant Protection Plan 72 Hour	Received



# February 2022 – System Enhancements (4)

**Earthwork notification allowed for Foundation (FO) and Support of Excavation (SOE) jobs (in addition to EA jobs):**

New Earthwork Notification

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

Enter Job Filing Number

[Proceed](#) [Cancel](#)

- **Project Specific General Liability (PGL1) has been moved to the Work Permit (PW2) Required Documents section.**
- **The document is required each time a permit is renewed.**

← Back to Filing   Save   Resubmit   **PGL1 insurance is required. Minimum amount of insurance is \$5 Million.**

**Work Permit**  
M00688043-I1-  
GC-CX

General Information  
Site Safety  
**Documents**  
Statements & Signatures

**Documents**

Required Documents

Created On	Document Name	Document Status	Prior To	Upload	Action
02/25/2022	Certificate of Insurance Document	Accepted	Permit Issuance		Select All
02/25/2022	Project Specific General Liability (PGL1)	Waiver Approved	Permit Issuance		Select All

# February 2022 – BPP Addition & Technical Support Update

**Builders Pavement Plan was added as a selection in the Additional Support Documents section:**

The screenshot shows a web interface for document management. At the top, there is a light blue header labeled 'Documents'. Below it is a dark blue dropdown menu labeled 'Additional Supporting Documents'. Underneath the dropdown is a button labeled '+ Add New Document'. Below the button is a table with the following columns: 'Document Name', 'Document Status', 'Prior To', 'Upload', and 'Delete'. The table contains one row with the following data: 'Builders Pavement Plan' (highlighted in yellow), 'Pending', 'Approval', an upload icon, and a delete icon.

Document Name	Document Status	Prior To	Upload	Delete
Builders Pavement Plan	Pending	Approval		

- **Submit a partial Technical Report in the Certificate of Occupancy request as a Supporting Document.**
- **Upload reports as separate documents if the request includes more than one partial TR.**

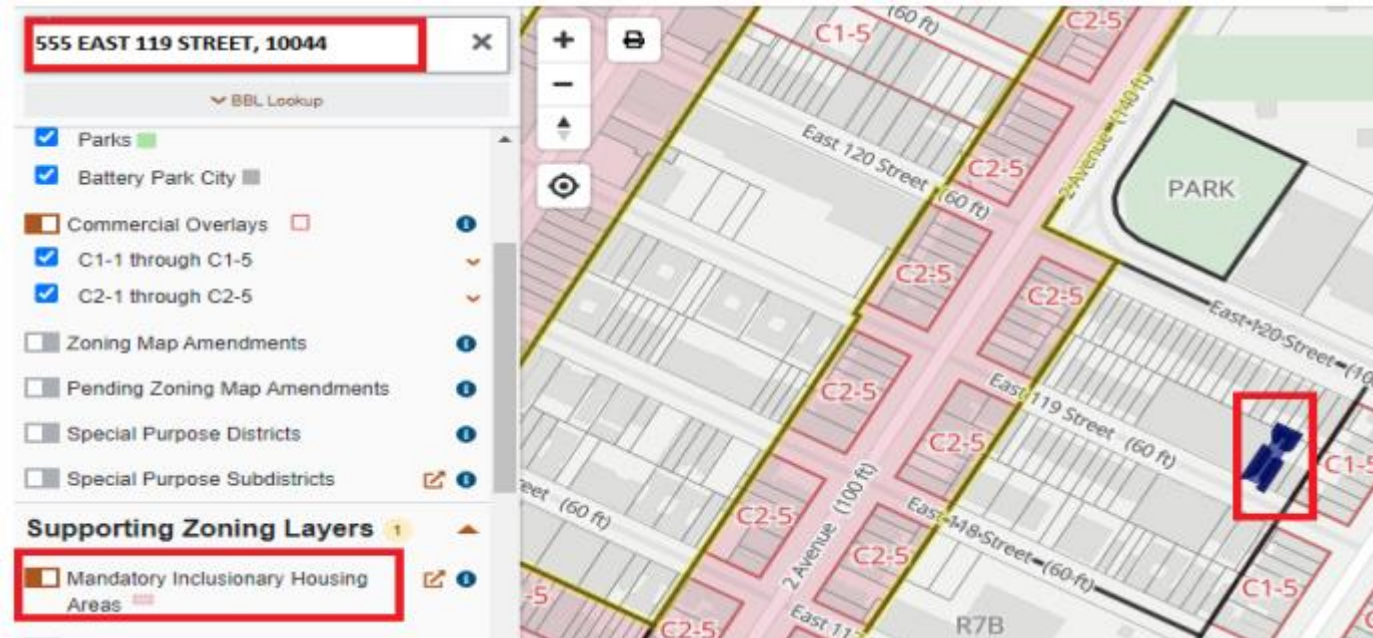
The screenshot shows a web interface for document management. On the left is a sidebar with a list of menu items: 'CO-000017235', 'General Information', 'Certificate of Occupancy', 'Documents' (highlighted in blue), 'Objections', and 'Statements & Signatures'. The main content area has a light blue header labeled 'Documents'. Below it is a dark blue dropdown menu labeled 'Supporting Documents'. Underneath the dropdown is a table with the following columns: 'Document Name', 'Document Status', 'Upload', and 'Delete'. The table contains one row with the following data: 'TR Partial Completion Certification 1' (highlighted in yellow), 'Pending', an upload icon, and a delete icon.

Document Name	Document Status	Upload	Delete
TR Partial Completion Certification 1	Pending		

# February 2022 – Mandatory Inclusionary Housing (MIH)

## MIH: Flagged Buildings

Applicants for a New Building or Alteration-CO on a building flagged in the BIS Property Profile as an MIH Area building, but the building is not in an MIH area, should upload a New York City Zoning and Land Use (ZoLa) map printout showing the building is located outside of the MIH area to satisfy the as the HPD: Permit Notice (prior to permit) and HPD: Completion Notice (prior to sign-off) Required Documents in DOB NOW: *Build*.



[Mandatory Inclusionary Housing \(MIH\): Flagged Buildings not in an MIH Area are not Required to Submit HPD Permit](#)

# February 2022 – Appointments for Dev Hub BIS Jobs

Beginning February 15, 2022, appointments for Development Hub BIS jobs must be scheduled via the DOB Appointments System. Development Hub plan examination appointments for BIS jobs will no longer be taken by email.



The screenshot shows the 'Plan Examination Appointments' page. On the left, there is a sidebar with the DOB logo and 'APPOINTMENTS' text. The main content area is divided into two sections. The left section contains instructions and a list of appointment types. The right section is a form titled 'Enter the information below to make or view appointments' with fields for 'BIS Job Number \*', 'BIS Document Number \*', 'DOB ID Number \*', and 'PIN \*', a 'Validate' button, and links for 'Need help? Contact us.' and 'DOB Appointments Resources'.

**DOB APPOINTMENTS**

## Plan Examination Appointments

Use this system to schedule appointments for **standard plan review BIS job filings** only.  
A **maximum of three** appointments per **job number** are allowed to be in scheduled status at the same time.  
There are also limits based on **document number** :

- New Building (NB) and Alt1 jobs – two 40 minute appointments with the same job and document number.
- Alt2, Alt3 and all other jobs – one 20 minute appointment with the same job and document number.

Additional appointments are subject to cancellation by DOB staff.

For jobs filed after October 15, 2020, the plan examiner will indicate in eFiling if an appointment is required to resolve objections. If the plan examiner indicates that resubmission will be reviewed without an appointment then an appointment cannot be scheduled. In addition, Post Approval Amendment (PAA) applications submitted after October 15, 2020 will have a first review without an appointment, and an appointment cannot be scheduled. See the [September 2020 Service Notice](#) .

To schedule other kinds of appointments :

- Specialized plan examination appointments including audits, determinations, emergencies, and project advocate appointments – submit a [PER11 Manual Appointment and Drop Off Request Form](#) or contact the appropriate [borough office](#).
- DOB NOW filings – use functionality within [DOB NOW](#).

**Enter the information below to make or view appointments**

BIS Job Number \*      BIS Document Number \*

DOB ID Number \*      PIN \*

Validate

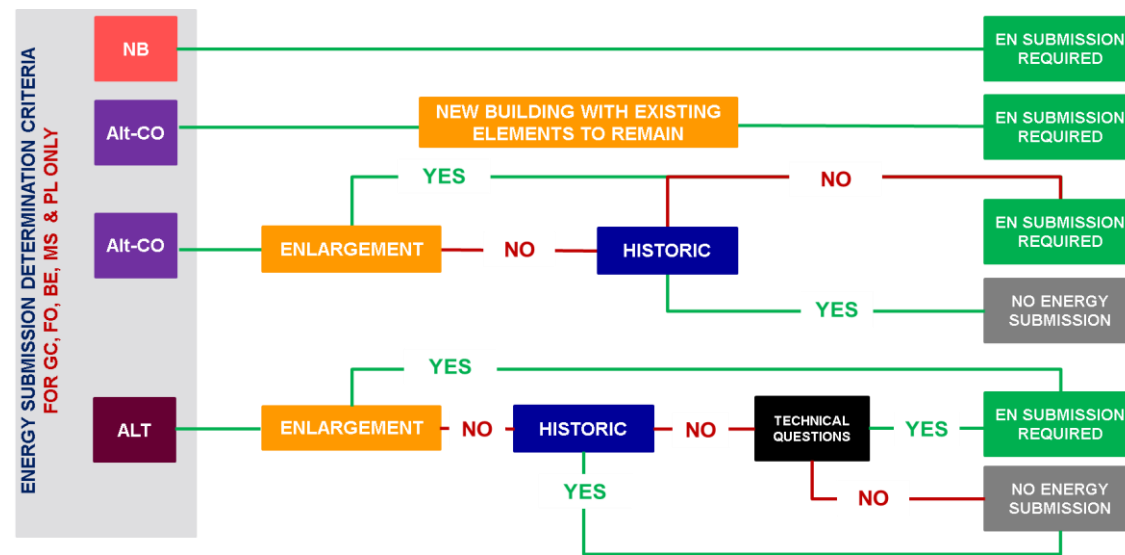
Need help? Contact us.      DOB Appointments Resources

[Appointments for Development Hub BIS Jobs](#)

February 15, 2022

# November 2021 – New Energy Review Process

Based on the type of filing and information provided, DOB NOW will automatically determine if an Energy Submission is required. The new process only applies to General Construction (GC), Foundation (FO), Boiler Equipment (BE), Mechanical Systems (MS), and Plumbing (PL) work types but is also dependent on other factors including Job Type, whether Enlargement is included, and if the building is Historic.



Visit the DOB NOW Training Page at [www.nyc.gov/dobnowtraining](http://www.nyc.gov/dobnowtraining) to register for an upcoming training session. [New Energy Review Process to Launch in DOB NOW: Build](#)

# November 2021 – LAA Supersede & Withdrawal

**As of Friday, October 15, 2021, all requests to supersede or withdraw a DOB NOW LAA filing must be submitted in DOB NOW: *Build*.**

A **withdrawal** request can only be submitted by the applicant of the permit. A withdrawal inspection is no longer required. If work has been performed on the LAA permit, the permit can only be withdrawn if another LAA job number is provided that includes the same work of the withdrawn permit or the permit must be superseded by a new contractor.

There is a \$100 fee to process the **superseding** request. If the LAA filing has been withdrawn, a supersede request cannot be created for that permit.

Use the help form at [nyc.gov/dobhelp](https://nyc.gov/dobhelp) to request administrative closure or withdrawal of a **BIS LAA permit**.

[NEW Requirement for Limited Alteration Application Supersede and Withdrawal Requests](#)

# August 2021 – Property Ownership Certification

## New Property Ownership Certification Document in DOB NOW (Local Law 160)

**Applications for New Building and Alteration-CO in DOB NOW: *Build* created on or after August 16, 2021 require a [Property Ownership Certification Form](#) to proceed with a permit request.**

Who is required to submit the Property Ownership Certification form?

All applicants for a New Building (NB) or Alteration-CO (Alt-CO), except for those listed below, must submit the form.

Exceptions:

- jobs on government-owned properties
- an application filed by a tenant for work to be performed in a unit or space occupied by the tenant

See the Service Notice for more information including specific definitions of a property owner (condos and co-ops etc.) and covered arrears.

<https://www.nyc.gov/assets/buildings/pdf/LL160-SN.pdf>